


Saint Leo College
1994-1996 Catalog



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Saint Leo College

A LIBERAL ARTS COLLEGE



Saint Leo, Florida 33574
(904) 588-8200

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Academic Calendar

Fall 1994 Semester

August 22	New Students Arrive
23-25	New Student Orientation
26	Returning Students Arrive
26	Registration: All Students
29	Classes Begin
September 5	Labor Day - No Classes
6	Last Day to Add/Reduce Courses without Fee
October 1	CLAST Test
14-16	Fall Festival Weekend
25	Midsemester grades due
27	Midsemester grades issued
November 3	Last Day to Withdraw from Courses With Fee
7	Advance Registration for Spring 1995 Begins
23-25	Thanksgiving Break
December 12	Last Day to Withdraw from College w/o Course Failure
12	Last Day of Class/Last Day to Remove Incomplete
13-16	Final Exams
16	End of Semester
20	Grades Due

Spring 1995 Semester

January 3	New Students Arrive
3-5	New Student Orientation
5	Returning Students Arrive
5	Registration: All Students
6	Classes Begin
13	Last Day to Add/Reduce Courses Without Fee
16	Martin Luther King, Jr. Day - No Classes
February 18	CLAST Test
March 1	Midsemester Grades Due
3	Midsemester Grades Issued
10	Last Day to Withdraw from Courses (Fee)
13-17	Spring Break
27	Advance Registration for Summer and Fall 1995 Begins
April 14	Good Friday - No Classes
25	Last Day to Withdraw from College w/o Course Failure
25	Advance Registration for Summer and Fall 1995 Ends
26	Last Day of Class/Last Day to Remove Incomplete
April 27-May 1	Final Exams
1	End of Semester
3	Grades Due

Summer 1995 Semester

- May 2 Summer Session Registration
- 3 Summer Session Classes Begin
- 6 Baccalaureate and Commencement
- 8 Last Day to Add/Reduce Courses Without Fee
- 26 Last Day to Withdraw from Courses (Fee)
- 29 Memorial Day - No Classes

- June 1 Last Day of Classes
- 2 Final Exams / End of Semester
- 3 CLAST Test
- 6 Grades Due



President's Message



Everyone who studies under the auspices of Saint Leo College has potential and, presumably, will succeed. This institution provides an excellent faculty to challenge each individual's potential and an environment which supports the learning process and prompts more notable success. The Saint Leo atmosphere is rich. It breathes a Christian spirit; it is supported by a caring community; it permeates all dimensions of campus life. It upholds serious scholarship, yet makes it attainable to students just beginning their higher education experience. It fosters what at times is a tension between intellectual development and the service of others as a major goal in life, between competence and compassion, with the expectations that the student will live with both in the future.

I encourage you to come to know Saint Leo College for the fine institution that it is — and, as one of its students, to make your contribution to this college community. May the Lord bless your efforts.

A stylized, handwritten signature in dark ink, appearing to read 'Frank M. Mouch'.

Frank M. Mouch
President

Directory for Correspondence

College office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday unless otherwise posted. Members of the college staff are available at other times by appointment.

Send mail to Post Office Box or Drawer Number, Saint Leo, FL 33574.

Admission, Application and General Information
Director of Admissions
Post Office Box 2008
Saint Francis Hall (588-8283)

Academic Affairs, Vice President
for Academic Affairs
Post Office Box 2006
Saint Francis Hall (588-8244)

Academic Record, Transcripts, Registrar
Post Office Box 2278
Saint Francis Hall (588-8234)

Academic Support Services
Post Office Box 2006
Saint Francis Hall (588-8244)

Alumni/Parent Relations
Post Office Box 2227
Saint Leo Hall (588-8250)

Athletics, Director of Athletics
Post Office Box 2038
Marion Bowman Activities Center (588-8221)

Business Affairs, Vice President
for Business Affairs
Post Office Box 2246
Saint Francis Hall (588-8215)

Campus Ministry, Director of Campus Ministry
Post Office Box 2156
Campus Ministry Building (588-8331)

Career Development Center
Post Office Box A
Saint Edward Hall (588-8346)

Counseling Center
Post Office Box A
Saint Edward Hall (588-3854)

Center for Distance Learning, Assistant Vice
President for Academic Affairs
Post Office Box 2277
Saint Francis Hall (588-8206)

Center for Distance Learning
Campus Resident Center
Post Office Box 2248
Distance Learning Building (588-8236)

Division of Liberal Arts and Sciences
Post Office Box 2127
Saint Leo Hall (588-8294)

Division of Professional Studies
Post Office Box 2067
Faculty Office Building (588-8309)

Financial Aid
Post Office Box 2228
Saint Edward Hall (588-8270)

Finance and Accounting
Post Office Box 2097
Saint Francis Hall (588-8211)

Gifts, Wills and Bequests
Post Office Box 2227
Saint Leo Hall (588-8250)

Graduate Business Studies
Post Office Box 2067
Faculty Office Building (588-8311)

Health Center
Post Office Box A
Saint Edward Hall (588-8266)

Housing
Post Office Box 2068
Saint Edward Hall (588-8268)

Institutional Advancement
Post Office Box 2227
Saint Leo Hall (588-8250)

Library
Post Office Box 2128
Cannon Memorial Library (588-8258)

Military Science/ROTC
Post Office Box 2126
College Theatre Building (588-8256)

President
Post Office Box 2187
Saint Francis Hall (588-8242)

Public Affairs
Post Office Box N
Saint Leo Hall (588-8253)

Security
Post Office Box 2388
Security Building (588-8332)

Student Activities
Post Office Box 2156
Saint Edward Hall (588-8992)

Student Affairs, Vice President for Student Affairs
Post Office Box 2156
Saint Edward Hall (588-8992)

Veterans Affairs
Post Office Box 2228
Saint Edward Hall (588-8992)



The College

Mission Statement

The basic purpose of Saint Leo College is to provide its students a liberal education that leads them to self-knowledge and to an understanding of their relationships to others and to their Creator.

The goal of the College is to develop the whole person by emphasizing an awareness of humanity and encouraging scholarship and a constant striving toward professional growth, self-assurance, and independence. Students who accept this challenge and meet their academic responsibilities are welcome at Saint Leo College.

As a Catholic institution, the College seeks to reflect the rich intellectual and spiritual heritage of the Church, as well as the precious integrity of the individual person. Thus, it takes an active interest in student life beyond the classroom. Recognizing the needs of the individual person, it encourages aesthetical, ethical, and spiritual growth. It provides an atmosphere of intellectual freedom, the optimum environment for the development of healthy, self-determined individuals who have a proper sense of their own abilities and values. The College strives to fulfill each student's need to be regarded as a person of worth, a valued and contributing member of the community. This effort is supported by a faculty of accomplished teachers and scholars and the Benedictine family spirit that is reflected in the personal relationships of faculty and students.

Saint Leo College believes in providing higher education to all capable students who desire it. It extends its degree programs to the working adult, including members of the United States military community. The College is committed to providing educational services on military installations and at other places and at times unique to adult learners.

As an extension of this commitment to education, the College includes in its learning community students who have not been academically successful in the past but who demonstrate the potential for success. Recognizing that the dedicated and personal interest of the administration and faculty can inspire its students, the College also realizes that success can come only from the students themselves.

History

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree.

The College was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State."

Saint Leo opened with the dedication of its main building on September 14, 1890. It was the first Catholic college in Florida.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, Florida" was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo College and Abbey are named for its abbot, Leo Haid, the principal founder and first president of the College.

There were 32 students in the pioneer year 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the College went through a military phase, with uniforms and required drilling, to instill discipline and order. The first M.A. degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920, the College was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929. It lasted until 1964.

Reaching for a larger mission, Saint Leo opened a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate's level, the College moved quickly to a four-year program and conferred its first bachelor's degrees on April 23, 1967, on 51 men and 13 women. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter B.A. class.

In 1969 the College was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1973 to requests from the armed services to offer degree programs on military bases. It is now the sixth largest provider of higher education to military personnel in the United States.

Saint Leo has grown from 32 students at its beginning to a total enrollment of more than 6,500: 1,000 on its main campus, 1,000 in its adult weekend and evening program, and 4,500 on military bases throughout the Southeast.

Accreditation and Affiliation Statement

Saint Leo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's and bachelor's degrees and is a Candidate for Accreditation to award the master's degree. Saint Leo College's program in Social Work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW Level). Saint Leo College has Teacher Education Program approval by the state of Florida Department of Education. Other associations in which Saint Leo College holds membership are the American Council on Education, Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the National Association of Institutions for Military Education Services, Servicemembers Opportunity Colleges, National Catholic Education Association, and the Association of Catholic Colleges and Universities.

Campus Description

The campus of Saint Leo College lies about 25 miles northeast of Tampa. Its rolling hills and richly wooded grounds edge on beautiful Lake Jovita. The central Florida location offers many natural advantages that attract people to live, work and study in the Sunshine State. This pleasing pastoral atmosphere can be exchanged in an hour or two for beaches and the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

Campus buildings unite the tradition of the past with the objectives of modern education through a combination of Spanish Florida baroque and contemporary architecture. On the main quadrangle are Saint Leo Hall, Saint Francis Hall, and Saint Edward Hall.

Saint Leo Hall constructed of blocks made by the founding Benedictine monks, houses faculty offices, the offices of the Vice President for Institutional Advancement, Director of Alumni and Parent Relations, Director of Annual Fund, Director of Public Affairs, and Director of Institutional Research.

Saint Francis Hall houses the offices of the President, Vice President for Academic Affairs, Director of Academic Support Services, Assistant Vice President for Academic Affairs, Center for Distance Learning, Director of Computer Center, Registrar, Purchasing, Finance and Accounting, the Copy Center and Print Shop, and the Admissions office.

Across from Saint Francis Hall is **Saint Edward Hall**, where the Student Affairs Center is located. Offices of the Vice President for Student Affairs, Counseling and Career Development, Financial Aid, Veterans Affairs, Health Services, Student Development, Student Leadership Coalition, Interfraternity Council, Panhellenic and Residential Life are housed on the first floor. The rest of the building is used as a residence hall.

Residence halls are situated throughout the 170-acre campus. Located on the west side of the campus is the **Marmion/Snyder** complex which is a student residence hall housing men in Snyder and women in Marmion. **Villa Hall** houses predominantly junior and senior women and is often noted for its home-like atmosphere.

The east side of the campus features four residence halls. **Saint Edward Hall** is one of the oldest halls on campus and houses male residents. **Benoit Hall** also houses male residents and features a study lounge on the second floor. **Henderson Hall** is an all-female hall with some of the wings having a specific theme or affiliation of students. Finally, **Roderick Hall** recently renovated offers suite-style living and is a co-ed hall, with women living on the second floor and men on the first floor. Residency in Roderick is reserved for juniors and seniors who have and maintain a 2.5 cumulative grade point average.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Mathematics and Sciences, the Learning Assistance labs, classrooms, laboratories, a science library, and the Heagerty Business Suite.

The **William G. and Marie Selby Auditorium**, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating.

At the main entrance of the College is the **Information and Security Office** and the **Center for Distance Learning**.

Nearby **Crawford Hall** provides general classrooms.

The **William P. McDonald Center** forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor are **The Cage** and the **Campus Book Store**. In addition to the main dining hall on the second floor, **Raleigh Greene Room** and **Lions Lounge** provide facilities for special events, such as lectures and art exhibits. The **Kent Chapel** offers the quiet and intimacy for meditation and small group liturgies.

Adjacent to the McDonald Student Center is the **College Theatre**. Located here are the theatre, music practice rooms, an art room, ROTC offices, and a classroom.

The **Marion Bowman Activities Center** is a facility for teaching and recreation. The main gymnasium is used for intercollegiate sports and for lectures and other educational and social activities. A large heatable outdoor swimming pool, physical education classrooms, athletic training room, dance studio, and weight-lifting room are included in the facility.

Athletic fields are available throughout the campus for soccer, baseball and softball. Numerous courts are also available for tennis, volleyball, racquetball, handball, and basketball.

The **Cannon Memorial Library**, enlarged and modernized in 1986 with a donation from the family of longtime College trustee Daniel A. Cannon, is a three-level building housing approximately 125,000 volumes of material in print, audiovisual, microform, and computer-based formats. Typing rooms and photocopying areas are available. On the lower level is the **Hugh Culverhouse Computer Instruction Center** where there are classrooms and computer facilities available. The library also maintains a modern media listening and resource center.



Admission

Admission Procedures and Requirements

On-campus students may obtain application forms from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the College's Compliance Officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities who require accommodation may contact Mrs. Lynn Roberts in the Office of Academic Support Services in Saint Francis Hall, Room 25, by telephone at (904) 588-8244, or by mail at Post Office Box 2006, Saint Leo, Florida 33574. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

Freshman Admission

Procedure. Students must have the following materials filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

1. Completed application form.
2. \$35 application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or certified copy of GED test scores, sent directly from the high school or testing center to the Admissions Office.
4. Scores on the College Board Scholastic Assessment Test (SAT) or the American College Test (ACT).

5. A recommendation from a high school guidance counselor or principal.
6. Veterans must submit the DD-214 form.

Requirements. Freshmen should show successful graduation or progress toward graduation from an accredited secondary school; a minimum of 16 academic units of course work including four units of English, three units of Mathematics (Algebra I, Algebra II and Geometry), three units of Social Studies, two units of a Natural Science and four units of electives; satisfactory results on the SAT or ACT; and a positive recommendation from a high school guidance counselor or principal.

Honors Program

Students who are highly motivated and who are seeking an enriching academic experience may be considered for the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

Early Admission

Exceptionally well-qualified students may be considered for admission to Saint Leo College prior to graduation from high school. To be considered for Early Admission, the following is needed:

1. The same credentials as a freshman candidate.
2. A strong recommendation from the high school counselor or principal.
3. A letter of recommendation from the student's parents.
4. A personal interview with the Director of Admissions.

Transfer Admission

Procedure. Transfer students must have the following materials filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

1. Completed application form.
2. \$35 application fee which is neither refundable nor applicable against school fees.

3. An official transcript of courses taken at each college attended. If applying for financial aid, an additional transcript is to be sent to the Financial Aid Office. Transcripts must be mailed from the institution to the Office of Admissions.
4. A statement of social standing from the Dean of Students of the last institution attended.
5. Veterans must submit the DD-214 form.

Requirements. Transfer students normally need to have a minimum cumulative grade point average of 2.00 (C); and to have been in good standing at the previous institution attended. Transfer students receive an evaluation of transfer credit following their acceptance to Saint Leo College.

International Student Admission

Procedures. International students must have the following materials filed with the Admissions Office 60 days before the registration deadline of the semester they are planning to attend:

1. Completed application form.
2. \$60 application fee which is neither refundable nor applicable against school fees. (All monies must be drawn on a U.S. bank and be payable in U.S. dollars.)
3. Scores on the Test of English as a Foreign Language (TOEFL). Scores on the SAT or ACT may be submitted in lieu of the TOEFL.
4. Certified copies of examination results, diplomas and course syllabus. One copy must be in the native language and one copy must be an English translation. It is the responsibility of the student to provide an English translation of all work completed.
5. Completed Proof of Financial Ability Form.

Requirements. International students must show a sufficient knowledge of English as demonstrated by a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). They are expected to have satisfactorily completed the requirements of a secondary school graduation or to have achieved satisfactory work at the last college or university attended. Specific requirements for admission



are determined by the educational system the student has attended. International students seeking transfer credit from international institutions may be asked to obtain an evaluation of credit from the World Education Service if sufficient information is not available. A student visa (I-20) will be mailed to accepted international students upon receipt of a completed Proof of Financial Ability Form, reservation form, and a \$100 deposit. International students may apply for the fall and spring semesters only.

Special Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their Academic Dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status should be made upon completion of 15 semester hours at Saint Leo College.

Credit

Credit from Standardized Tests

Saint Leo College awards credit for the College Level Examination Program (CLEP) General Examinations and the Subject Examinations. Up to 30 credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Registrar's Office or directly from the College Entrance Examination Board, Box 592, Princeton, NJ 08450.

Saint Leo College also recognizes Defense Activity for Non-Traditional Educational Support (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

A maximum of 40 semester hours of standardized testing credit (CLEP General, CLEP Subject, DANTES and USAFI) will be accepted toward graduation requirements, and all such credit will be listed on the student's transcript.

Recognition of Credit

Saint Leo College recognizes credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course-by-course, case-by-case basis at the time the transfer evaluation is prepared.

Permission to enroll in courses at another institution of higher education will be granted to Saint Leo College campus students only in one of the following situations: (a) if the course the student wishes to take is not offered by Saint Leo College, or (b) if the student is in senior status and is required to take a particular course for graduation which is not scheduled to be offered during that student's senior year. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the College and, where appropriate, would be applicable to the student's degree requirements. Students must complete the approval form (available from their Division Office), have it signed by the Dean of their Division, and submit it to the Registrar. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to the Registrar at Saint Leo College.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. Students with a score of 3 or higher will be awarded credit. Actual course application will be assigned by the appropriate dean.

Transfer Credit

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive information regarding the transfer credits, students must first apply for admission and pay the application fee.

The maximum number of credits that can be transferred from and accepted from community or junior colleges for the Saint Leo College campus program is 64 hours.

The associate degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours in residence. Basic Studies I requirements are considered satisfied by a transfer student who has earned an Associate of Arts degree. Once transfer credit has been granted for a basic studies requirement, a change in delivery system will not remove that credit.

All students, including transfers with Associate of Arts degrees, must have successfully completed at least one course in literature and one course in history for the bachelor's degree.

No quality points are awarded for transfer credit.

Military Service Credits

Saint Leo College grants credits to students for military service and for military schools attended or service extension courses completed while in the service. At the discretion of the Registrar, the maximums are nine semester hours of credit for military experience and 24 semester hours for service schools. Veterans must submit the DD-214 form.

Recommendations contained in the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces will be accepted at the full value described therein. Applicability to specific Saint Leo College courses will be determined by the appropriate academic dean.

Readmission

A student who voluntarily or involuntarily withdraws from the College for one or more full semesters loses degree-seeking status. A student who wishes to return to the College must submit with an application for readmission to the Admissions Office at least one month before the intended date of their reentry to the College. Students who have attended another institution during their absence from Saint Leo College must have all academic credentials sent to the Admissions Office.

Students who have been suspended for academic deficiencies or for disciplinary reasons for one or more semesters must submit a written appeal and append it to their application for readmission to the Admissions Office.

Additional Admission Requirements

Education Majors. The State of Florida requires a minimum combined score of 840 on the Scholastic Aptitude Test (SAT) or a composite score of 20 on the American College Test (ACT) for all students entering an approved Teacher Education Program.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admissions. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by the College. Appeals concerning transfer credit may be made to the Registrar.

Center for Distance Learning students will receive a formal evaluation of transfer credit after the complete application package has been received by the resident center. Appeals concerning transfer credit must be made through the resident center. The College will not provide a transcript until successful completion of course work at Saint Leo College.

Academic Programs

The liberal arts curriculum of Saint Leo College acquaints students with the major areas of human knowledge - the humanities, natural sciences, and social sciences - and allows them to pursue a major in the discipline of their interest and talent, encouraging them to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

There are three core features to the Saint Leo College curriculum: Basic Studies, the major, and electives.

Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. Faculty advisors aid students in selecting courses that will best contribute to their educational and vocational goals.

The Basic Studies program consists of two components, Basic Studies I and Basic Studies II; both are required for all bachelor's degree programs. There is also a physical education requirement.

No course may be used to satisfy more than one requirement in Basic Studies I or Basic Studies II.

Basic Studies I requires a minimum of 30 credits (ten courses) and Basic Studies II requires a minimum of 15 credits (five courses).



Basic Studies I

Students are required to take a total of ten courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

English

(Both courses are required)

- ☐ ENG 121 Composition
- ☐ ENG 122 Composition and Literature

(One course from the following)

- ☐ ENG 221 Survey of English Literature I
- ☐ ENG 222 Survey of English Literature II
- ☐ ENG 223 Survey of American Literature I
- ☐ ENG 224 Survey of American Literature II
- ☐ ENG 225 World Literature I
- ☐ ENG 226 World Literature II
- ☐ HON 250 The Humanistic Tradition
- ☐ HON 351 The Modern World View

Fine Arts

(One course from the following)

- ☐ ART 121 Visual Fundamentals I
- ☐ ART 122 Visual Fundamentals II
- ☐ ART 123 Art Appreciation
- ☐ FAS 123 Introduction to Film
- ☐ HON 250 The Humanistic Tradition
- ☐ MUS 121 Music Theory I
- ☐ MUS 123 Introduction to Music

Religion

(One course from the following)

- ☐ Any course in Religion
- ☐ HON 151 The Christian Vision

Philosophy

(One course from the following)

- ☐ Any course in Philosophy
- ☐ HON 150 The Classical World View
- ☐ HON 151 The Christian Vision
- ☐ HON 251 The Scientific Revolutions

Science and Mathematics

(One course from the following)

- ☐ BIO 121 Introduction to Biology
- ☐ BIO 125 Principles of Biology
- ☐ BIO 126 Environmental Science
- ☐ CHE 121 Chemistry & Society
- ☐ CHE 123 General Chemistry I
- ☐ HON 251 The Scientific Revolutions

- ☐ PHY 121 Fundamental Concepts of Physics
- ☐ PHY 131 Introduction to Physics
- ☐ PHY 221 General Physics I

(One course from the following)

- ☐ MAT 121 Intermediate Algebra
- ☐ MAT 131 College Mathematics
- ☐ MAT 141 Finite Mathematics
- ☐ MAT 151 College Algebra
- ☐ MAT 161 Precalculus
- ☐ MAT 221 Calculus I
- ☐ MAT 231 Calculus and Analytical Geometry I

Social Science

(One course from the following)

- ☐ HTY 121 United States History to 1865
- ☐ HTY 122 United States History since 1865
- ☐ HTY 123 Western Civilization to 1500
- ☐ HTY 124 Western Civilization since 1500
- ☐ HTY 225 Far Eastern Civilization
- ☐ HTY 227 Latin America and the Caribbean
- ☐ HTY 233 The Modern Middle East
- ☐ HON 150 The Classical World View

(One course from the following)

- ☐ HON 150 The Classical World View
- ☐ HON 350 The Human Condition Re-examined
- ☐ HON 351 The Modern World View
- ☐ PSY 121 Introduction to Psychology
- ☐ PSY 122 Psychology of Adjustment
- ☐ PSY 228 Social Psychology
- ☐ SOC 121 Introduction to Sociology
- ☐ SOC 222 Social Problems
- ☐ SWK 121 Introduction to Social Work

Total: 10 courses

Note: Center for Distance Learning students should contact appropriate program advisor concerning Basic Studies I requirements.

Basic Studies II

Students are required to take a total of five courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy more than one requirement in Basic Studies I or Basic Studies II.

Humanities

*(One course from the following)

- ☐ ART 221 Drawing
- ☐ ART 223 Beginning Painting
- ☐ ART 224 Beginning Sculpture
- ☐ ART 225 Graphics
- ☐ ENG 221 Survey of English Literature I
- ☐ ENG 222 Survey of English Literature II
- ☐ ENG 223 Survey of American Literature I
- ☐ ENG 224 Survey of American Literature II
- ☐ ENG 225 World Literature I
- ☐ ENG 226 World Literature II
- ☐ HON 250 The Humanistic Tradition
- ☐ HON 351 The Modern World View
- ☐ MUS 121 Music Theory I
- ☐ MUS 122 Music Theory II
- ☐ MUS 123 Introduction to Music
- ☐ MUS 321 Music History I
- ☐ MUS 322 Music History II
- ☐ Any Foreign Language numbered 211 (Level 2-A) or above.

Religion

(One course from the following)

- ☐ Any course in Religion
- ☐ HON 151 The Christian Vision

Religion or Philosophy

(One course from the following)

- ☐ Any course in Religion or Philosophy
- ☐ HON 150 The Classical World View
- ☐ HON 151 The Christian Vision
- ☐ HON 251 The Scientific Revolutions

Science and Mathematics

(One course from the following)

- ☐ BIO 121 Introduction to Biology
- ☐ BIO 125 Principles of Biology
- ☐ BIO 126 Environmental Science
- ☐ BIO 225 Human Anatomy and Physiology with Lab I
- ☐ BIO 224 Health Science
- ☐ CHE 121 Chemistry and Society
- ☐ CHE 124 General Chemistry II
- ☐ HON 251 The Scientific Revolutions
- ☐ PHY 121 Fundamental Concepts of Physics

- ☐ PHY 131 Introductory Physics
- ☐ PHY 222 General Physics II
- ☐ MAT 131 College Mathematics
- ☐ MAT 141 Finite Mathematics
- ☐ MAT 151 College Algebra
- ☐ MAT 161 Precalculus
- ☐ MAT 221 Calculus I
- ☐ MAT 222 Calculus II
- ☐ MAT 231 Calculus and Analytical Geometry I
- ☐ MAT 232 Calculus and Analytical Geometry II

Social Science

*(One course from the following)

- ☐ HON 150 The Classical World View
- ☐ HON 350 The Human Condition Re-examined
- ☐ HON 351 The Modern World View
- ☐ HTY 121 United States History to 1865
- ☐ HTY 122 United States History since 1865
- ☐ HTY 123 Western Civilization to 1500
- ☐ HTY 124 Western Civilization since 1500
- ☐ HTY 225 Far Eastern Civilization
- ☐ HTY 227 Latin America and the Caribbean
- ☐ HTY 233 The Modern Middle East
- ☐ POL 121 Introduction to Politics
- ☐ POL 123 The Law and Society
- ☐ POL 223 American Federal Government
- ☐ POL 224 American State and Local Government
- ☐ PSY 121 Introduction to Psychology
- ☐ PSY 122 Psychology of Adjustment
- ☐ PSY 228 Social Psychology
- ☐ SOC 121 Introduction to Sociology
- ☐ SOC 222 Social Problems
- ☐ SWK 121 Introduction to Social Work
- ☐ EDU 221 (Education majors only)

Total : 5 courses

*One Basic Studies course must be literature and one must be history for the bachelor's degree.

Note: Center for Distance Learning students should contact appropriate program advisor concerning Basic Studies II requirements.

Basic Instruction in Physical Education

The general education at Saint Leo College provides a liberal education for the whole person. The basic instruction program in physical education is designed to instruct students in lifetime sport and fitness activities. The purposes of basic instruction are to help students develop a commitment to lifelong physical activity, guide students toward fitness and health, and provide an environment in which students enjoy participation in physical activity.

Students are required to complete four basic instruction courses, including PED 101 Concepts of Physical Education, PED 201 Beginning Swimming, and two one-credit hour activity courses selected from a variety of offerings.

Students who complete any two of the following Military Science courses: MSE 101, 102, 201, 202 may use this sequence to count as one physical education activity course, excluding PED 101 Concepts of Physical Education and PED 201 Beginning Swimming. Students who complete any two of the following Military Science courses: MSE 321, 322, 421, 422 may use this sequence to count as one physical education activity course, excluding PED 101 Concepts of Physical Education and PED 201 Beginning Swimming.

Students transferring to Saint Leo College with junior classification must complete at least two basic instruction physical education courses at Saint Leo College unless the four one-credit hour course requirement has previously been met.

Students who meet one of the following criteria are exempt from the Basic Physical Education requirement:

1. Have an associate degree from an accredited junior or community college.
2. Have at least two years of active military duty.
3. Are 35 years of age or older.
4. Are an employee of the College.

Physical education medical waivers are handled through the Office of Academic Support Services. Students granted waivers in physical education are not required to take an additional course.

Majors

Students usually select their major before the completion of their sophomore year. However, they may begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on their major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, students should consult with the department chair of the desired major. Students may earn up to two majors or a major and a minor. With permission of the academic dean, the second major or the minor may be earned after the conferral of a Saint Leo College bachelor's degree.

Students who plan to teach at the secondary level must complete the professional courses in education in addition to all courses required in their major.

Saint Leo College offers the following degrees: Master of Business Administration, Bachelor of Science, Bachelor of Social Work, Bachelor of Arts, and Associate of Arts.

Students electing a Master of Business Administration degree major in business administration.

Students electing the Bachelor of Science degree major in the following fields:

Biology
Environmental Science
Health Care Administration
Medical Technology

The biology major is the recommended preprofessional curriculum for students intending to pursue careers in medicine, dentistry and veterinary science.

Students electing the Bachelor of Social Work degree major in Social Work. The Social Work program is accredited by the Commission on Accreditation of The Council on Social Work Education.

Students electing the Bachelor of Arts degree major in the following fields:

Accounting

Art

Art/Elementary to Secondary Education

Business Administration

Accounting Specialization

Computer Information Systems

Specialization

Health Services Management

Specialization

Management Specialization

Marketing Specialization

Restaurant and Hotel Management

Specialization

Technology Management Specialization

Specific Career Objective Specialization

Criminology

Administrative Specialization

Combined Specialization

Human Services Specialization

Field Placement Specialization

Elementary Education

English

English/Secondary Education

Literature

Writing

History

History/Secondary Education

Human Resources Administration

International Studies

Mathematics for Secondary Education

Music

Music/Elementary to Secondary

Education

Physical Education/Secondary Education

Political Science

Political Science/Secondary Education

Pre-Law

Psychology

Public Administration

Religion

Sociology

Specific Learning Disabilities

Sport Management

Teacher education programs that lead to certification and have been approved by the state of Florida Department of Education:

Art (K-12)

Elementary Education (1-6)

English (6-12)

History (6-12)

Physical Education (6-12)

Political Science (6-12)

Other areas in which teacher certification may be awarded through a course-by-course transcript evaluation by the state Department of Education:

Biology (6-12)

Math (6-12)

Music (K-12)

Social Studies (6-12)

Specific Learning Disabilities (K-12)

Students electing an Associate of Arts degree major in liberal arts or business administration.

Each major and minor are described in the Programs of Study section of this catalog.

Minors

Programs of study leading to a minor are offered in some areas. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than two courses they have taken in their major to apply toward the requirements for their minor. A student may earn two majors or a major and a minor. A minor is not required for graduation.

Electives

Students must complete enough elective hours to fulfill the minimum 120 academic credits required for graduation.

In consultation with the academic advisors, students may choose electives from the courses listed in this catalog under "Courses of Instruction," provided the prerequisites for the courses have been met.

Special Academic Programs

Honors Program

The honors program serves the special needs and interests of the most highly motivated and academically talented students, providing them with an opportunity to reach their potential for leadership, both inside and outside the classroom.

The program offers academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The curriculum covers Western civilization from its origins to the present and consists of an integrated sequence of six courses plus two research courses:

HON 150	The Classical World View	(3 Cr)
HON 151	The Christian Vision	(3 Cr)
HON 250	The Humanistic Tradition	(3 Cr)
HON 251	The Scientific Revolutions	(3 Cr)
HON 350	The Human Condition	
	Re-examined	(3 Cr)
HON 351	The Modern World View	(3 Cr)
HON 498	Honors Research Methods	(1 Cr)
HON 499	Senior Honors Project	(3 Cr)

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor of arts degree. Honors courses may be substituted for Basic Studies requirements as follows:

HON 150	History, Political Science, Sociology, or Philosophy
HON 151	Religion or Philosophy
HON 250	Fine Arts or Literature
HON 251	Science or Philosophy
HON 350	Psychology or Sociology
HON 351	Literature or Social Science

Moreover, with the appropriate dean's approval, the research courses will satisfy upper-division major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which is an affiliate of the National Collegiate Honors Council. In recognition of outstanding academic achievement, Saint Leo provides a Fourth Year Tuition Grant for students who complete the honors program and meet the Grant's

requirements. The Grant is awarded in an amount sufficient to cover the fourth year tuition costs of a maximum of 32 semester hours for which students do not have applicable financial aid. To receive the Grant, students must remain in good standing in the honors program through three years at Saint Leo, maintaining a 3.5 cumulative grade point average.

The admission requirements to the program are usually a high school grade point average of 3.0, a TSWE score of 50, and a combined SAT score of 1,000. Students who complete the freshman year with a 3.25 or higher grade point average may also be invited to join the program.

For further information and application forms, contact the Director of the Honors Program, P.O. Box 2158, Saint Leo College, Saint Leo, Florida 33574-4102.

Student Honor Societies

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 62 credit hours (60 credit hours in the Center for Distance Learning), and maintained a grade point average of 3.50.

The Alpha, Alpha, Alpha chapter of Sigma Tau Delta, the International English Honor Society, was chartered in 1990 to brevet distinction upon undergraduates, graduates, and scholars in academia, as well as upon professional writers who have recognized accomplishments in linguistic or literary realms of the English language. To be eligible for membership, a student must have earned at least 45 hours of college credit, a minimum of two college courses in English language or literature beyond the usual requirements in freshman English, and a grade point average of 3.50 or better overall and in English.

Preparation for Professions

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Individual Studies

It is the College's position that the preferred course delivery format is a regular classroom setting where a group of students and the faculty member engage in interactive dialogue. This classroom format fosters a high degree of meaningful learning. This is particularly true in some courses, such as senior seminar or capstone courses. Moreover, this format is usually more effective for a student who has previously attempted but failed to pass a course. In other situations, however, it may be necessary to deliver a course as a directed study. In these cases, the student would meet with the faculty member on an individual basis usually once a week to complete the course requirements.

A request from a student for directed study may be approved by the division dean or the resident center directors in the Center for Distance Learning program only when there are human and physical resources available to accommodate the request and only in the following circumstances:

1. The student is in his or her last term of three or fewer courses and a required course is not being offered in that term at an accessible Saint Leo College location.
2. The student is enrolled in his or her last term of three or fewer courses and a scheduled required course is cancelled because of inadequate enrollments.

3. The student has a physical disability which prevents him or her from attending a required course held in an inaccessible classroom and the class cannot be moved to an accessible classroom.

4. In the judgment of the dean or resident center director, a directed study format would most effectively meet the needs of the student and the College.

The College also offers another type of individual study, which is an independent study. In this type of course, the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper, project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Military Science

Army Reserve Officer Training Corps. The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two-year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the regular Army. Depending on the students' academic major, their desires, and the needs of the Army, this commission may be in any one of the Army's 16 branches.

All textbooks, uniforms, and equipment are furnished. During the last 2 years, the student is paid \$100 per month for 10 months during each academic year by the U.S. Government. In addition, an Army ROTC scholarship may be awarded to exceptional students.

The course of instruction emphasizes theoretical and practical leadership. It is divided into Basic (MS I and MS II) and Advanced (MS III and MS IV) courses. Admission to the Basic Course is open to full-time students, who will complete the four-year program before their 28th birthday and are physically qualified. Admission to the Advanced Course is competitive. The ROTC campus coordinator must approve all

applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for the Basic Course.

Credit for the Basic Course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire Basic Course may be received by attending summer camp under the two-year ROTC Program.

Freshmen and sophomores participate in ROTC on a voluntary basis with no obligation whatsoever to the military. A student who wishes to continue with postgraduate work may be deferred from call to active duty for up to four years after commissioning.

For additional information, contact Saint Leo College, U.S. Army ROTC, P.O. Box 2126, Saint Leo, Florida 33574, (904) 588-8256 or (813) 474-4065.

Air Force Reserve Officer Training Corps.

The Air Force Reserve Officer Training Corps (AFROTC) is offered under an intercampus agreement with the University of South Florida (USF). Although AFROTC courses are taken at USF, Saint Leo College grants course credit. The curriculum includes 12-16 course hours of instruction by active duty Air Force officers over a two- to four-year period. A student who completes the AFROTC program will receive an Air Force commission as a second lieutenant and is guaranteed a position in the active duty Air Force. Length of service is based on the type category in which the student enters active duty for this program.

AFROTC is offered as either a two- or four-year program. The four-year program normally requires a student to successfully complete all degree requirements for award of a bachelor's degree, 16 course hours of AFROTC classes, a mathematical reasoning course, and a four-week field training encampment between his/her sophomore and junior years.

The two-year program gives students who do not enroll in AFROTC during their freshman and sophomore years, and transfer students from non-ROTC colleges, the opportunity to take AFROTC. Application starts in the Fall prior to entry year and selection is in the Spring prior to entry year. If selected, the student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the student then completes all

undergraduate degree requirements, a mathematical reasoning course (if not already completed), and 12 credit hours of AFROTC courses.

Enrollment in a weekly, one and one quarter-hour, non-credit leadership laboratory is required of all students in the program. Students wear the Air Force uniform during these periods and are taught customs and courtesies of the Air Force. Leadership laboratory is open to students who are members of the Reserve Officer Training Corps or are eligible to pursue a commission as determined by the Professor of Aerospace Studies.

AFROTC 4, 3, 2-year scholarships are available for eligible applicants. These scholarships pay all tuition, fees, books, and a \$100 per month tax-free stipend. In addition to the program requirements, scholarship recipients must also complete an English composition course and two terms of a major Indo-European or Asian language, if not completed in high school. If qualified, non-scholarship students in the final two years of the program are eligible for the Professional Officer Course Scholarship and the \$100 tax-free stipend.

Students interested in enrolling in the four-year or two-year programs may register at USF as special students. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. The AFROTC phone number is (813) 974-3367.

Academic Resources and Support Services

Academic Advising

All students are assigned an advisor. Those students who choose not to declare a major are assigned to one of the College's academic advisors. When students are ready to select a major, an academic advisor is assigned to them by the dean of the division in which they plan to pursue a major.

All students are responsible for meeting all of the academic requirements for graduation. Students should seek advice from their academic advisors on a regular basis, but any advising errors do not exempt the student from the responsibility of meeting all degree requirements.

Academic Support Services

Saint Leo College is committed to policies which provide an equal opportunity for full participation of all qualified individuals with disabilities. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the Office of Academic Support Services. Students with disabilities who require accommodation may contact Mrs. Lynn Roberts in the Office of Academic Support Services in Saint Francis Hall, Room 25, by telephone at (904) 588-8244, or by mail at Post Office Box 2006, Saint Leo, Florida 33574. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

CLAST Administration

Requirements for Students Receiving the Florida Resident Access Grant or Florida State Assistance Grant

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one or more of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST, please contact the Institutional CLAST Administrator, Saint Leo College, P.O. Box 2158, Saint Leo, FL 33574-4012. Applications are also available from the Financial Aid office. A test fee is assessed each time a student registers for the CLAST.

Computer Instruction Services

Saint Leo College encourages students to gain a knowledge of computers. The College provides facilities and instruction to prepare students to be effective computer users in their upper-division courses. The Computer Instruction Center is the focal point of education in computer information systems. It has two large state of the art micro computer classrooms and is the center for all laboratory studies.

Intercollegiate and Intramural Athletics and Recreation

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo College, the Sunshine State Conference and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball and tennis, and for women in cross country, volleyball, basketball, softball (fast pitch), and tennis.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Students must ensure that professors are informed in advance of their scheduled absences. This may be accomplished by providing each faculty member with a list of scheduled dates of absences. Freshmen and transfer students must qualify for athletic participation under the NCAA By-law 14.3 as follows:

Successfully complete a high school core curriculum of a least 11 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in natural or Physical Science (including at least one laboratory class if offered by the high school) as well as a 700 combined score on the SAT verbal and math sections or an 17 composite score on the ACT.

Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided, and a system of competition in club sports is also available.



To provide each student the opportunity for recreation, the College has an Activities Center that features a gymnasium with two basketball and volleyball courts, a weight-training room, an aerobics room and a heatable outdoor swimming pool.

In addition to the Activities Center, there are lighted racquetball and tennis courts; a lighted baseball field; outdoor basketball courts; intramural, soccer and softball fields, a jogging track; and a lakefront facility that includes rowboats, canoes and sailboats. A commercial 18-hole golf course is adjacent to the campus.

The Cannon Memorial Library

The Cannon Memorial Library's primary mission is to provide materials, information resources, and services needed by students pursuing a liberal arts education and seeking an understanding of themselves and their world. The library staff assists students in locating and using knowledge available in a variety of formats - print, microform, audiovisual and electronic media. The library supports faculty instruction by providing curriculum related materials and special library use classes. The triangular nature of the educative process, faculty/student/librarian, is emphasized with the goal of producing a student who can function successfully in an increasingly complex world of information.

The library provides special off-campus library support services to students and faculty in the Center for Distance Learning.

Enlarged and modernized in 1986 with a donation from the family of long-time College trustee Daniel A. Cannon, the three-level building housing the library provides a suitable environment for both individual and group study. Typing rooms and print microform copying areas are available. On the lower level is the Hugh Culverhouse Computer Instruction Center where classes and computer access are available. The library maintains a modern media listening center and resource center which support the instructional program. A Curriculum Materials Collection on the third floor supports students in education programs.

Along with holdings numbering approximately 125,000 volumes, the library has over 800 periodical subscriptions for a total of over 1,200 periodical titles in the collection. Approximately 46,000 items on microform supplement the print collection.

Library circulation services and the catalog are automated. Reference and information services are enhanced by CD-ROM resources and on-line computer searching with access to the OCLC data bases.

The library's collection is strengthened by participation in networks and cooperatives permitting interlibrary loan exchanges throughout the United States. The library is a member of OCLC, Inc. and SOLINET, the Tampa Bay Library Consortium, and the Florida Library Information Network.

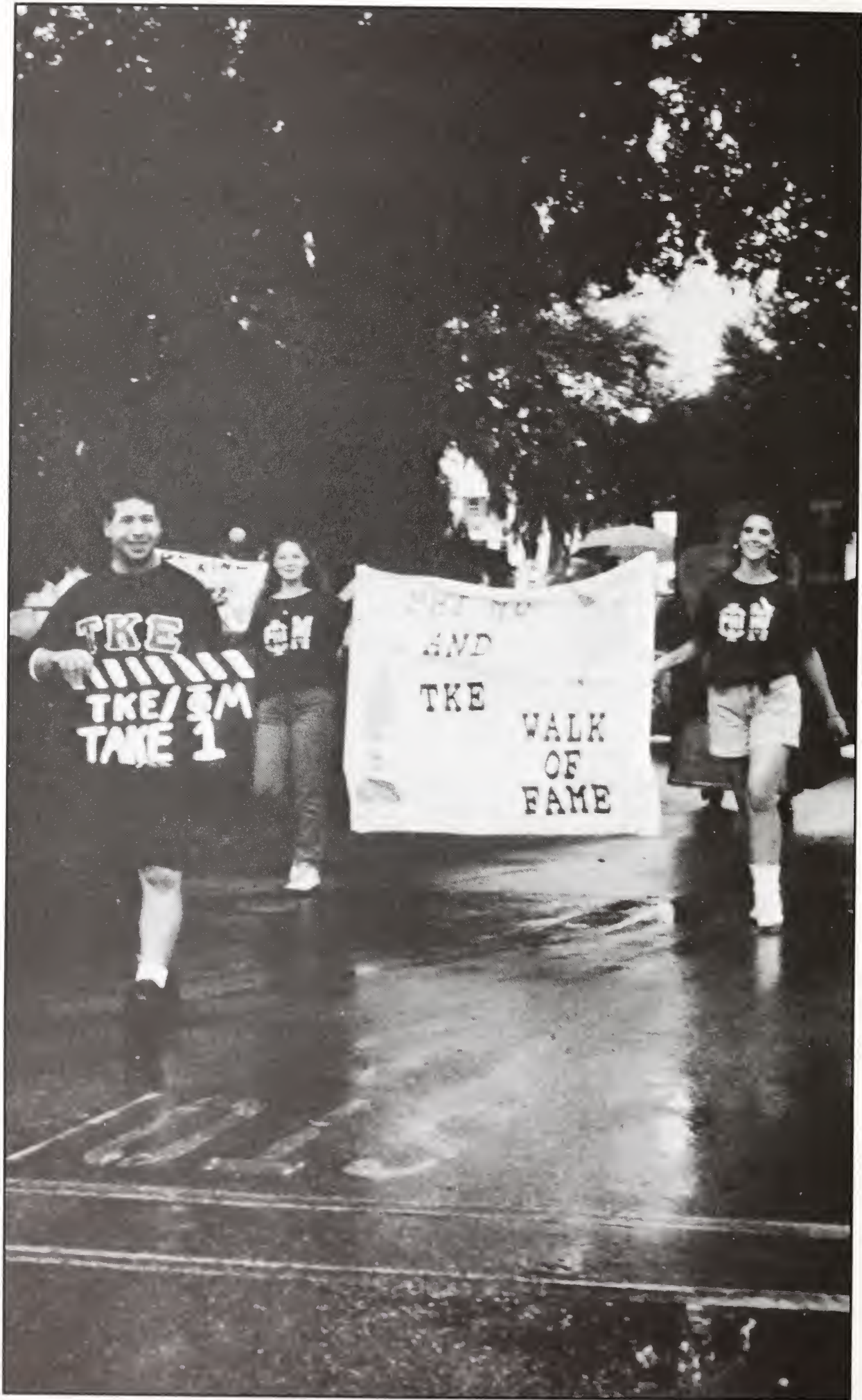
Outcomes Assessment

In keeping with the College's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the College's accrediting agency, the Southern Association of Colleges and Schools, the College has established several measures to assess its effectiveness in meeting its stated educational goals.

Students may be required to take tests or complete surveys designed to measure basic studies achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness. A test fee is assessed for certain comprehensive exams.

The Writing Center

The Writing Center is designed to help students improve the quality of their writing in all of their courses. Students, regardless of class standing and rank, can visit the Writing Center for assistance at all stages of the writing process: pre-writing, writing, rewriting and editing. They may either drop in during center hours or may be referred by a professor.



Academic Regulations

Academic Term

The campus academic programs, including the Center for Distance Learning extended programs and Weekend College, follow the semester system during the academic year. The campus undergraduate program continues in a five-week (May-June) Summer Session. The normal student course load for the Summer Session is two three-credit courses and a one-credit course in physical education. Enrollment in the Summer Session is optional. Restaurant and Hotel Management students enrolled in RHM 425 Restaurant and Hotel Management Internship I or RHM 426 Internship II during the Summer Session are considered to be taking a full-time schedule even though only three semester hours are awarded for completion.

The Campus and Ocala resident centers of the Center for Distance Learning program continue in a 14-week Summer Session.

The military resident centers offer five terms in the academic year, starting about August 1 and ending in the last week of July.

Registration

All students register for courses during the registration period at the beginning of each term.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules of the College.

The College offers degree programs on campus, and externally through the Center for Distance Learning. Students enrolled in any one of these programs must formally request permission to enroll in courses in either of the other programs. The request should be directed to the dean or the resident center director where the student is enrolled.

Course Load and Overload

Twelve credits is the minimum course load which a student may take and still be considered a full-time student. Students normally carry 12 to 16 credit hours.

Students who wish to take 17 or more credit hours must have a minimum cumulative grade point average of 2.50. In order to enroll in courses that would constitute a course overload students must have approval of their academic advisor and academic dean. Any student who is registered for 17 or more credits after the drop/add period will be charged tuition at the rate of \$305 per credit hour.

Audit

Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses, including the \$305 per credit hour tuition rate for students who register for 17 or more credits. A change from credit to audit will not be permitted after the first week of the semester.

Classification of Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman—a student with fewer than 30 earned credits.

Sophomore—a student with at least 30 and fewer than 60 earned credits.

Junior—a student with at least 60 and fewer than 90 earned credits.

Senior—a student with at least 90 earned credits.

Special—a non-degree-seeking student.

Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Instructors include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks.
3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.

4. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor.
5. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the instructor deems necessary. Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.

Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

Questions of academic honesty are of great importance to Saint Leo College. Infractions are addressed by the Office of Academic Affairs. When there is a reason to suspect that a student has violated either the College's policy on academic honesty or the classroom instructor's specific codes as outlined in the course syllabus, the instructor must, in person and if possible, in private, discuss the charges and the evidence with the student. Without taking any punitive action, the instructor will submit a report, in writing, to the vice president for academic affairs as soon as possible. The report of the instructor will normally include these points:

1. The instructor's charge against the student
2. The evidence supporting the instructor's charge
3. A summary of the discussion between the student and the instructor, including any admissions or denial of guilt on the part of the student.

Upon receipt of the instructor's report, the Academic Standards Committee will schedule a hearing and write and inform the student of the date and time of said hearing. The Committee will also enclose copies of the instructor's report. A student is not permitted to withdraw from a course while the infraction is under investigation. The vice president for student affairs or a delegate appointed by the vice president for student affairs is available to serve as a resource for the student in the preparation for or presentation at the hearing.

After reviewing the evidence and hearing the argument of both parties, the committee will render a decision on the charge and determine any sanctions which are appropriate. The sanctions for academic dishonesty such as cheating on an examination, plagiarism, forgery of academic documents, including signing another's name, copying of computer programs or information, and similar offenses, are as follows:

1. The minimum sanction for the first offense is an F for the test or assignment but the usual sanction is an F in the course in which the violation took place. No provision can be made for the student to receive a W.
2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension of the student from Saint Leo College.

Circumstances which would justify sanctions greater than the minimum include the student's previous academic and disciplinary record at the College or the particularly flagrant nature of the offense.

The student will be afforded an opportunity to appeal the decisions of the Academic Standards Committee to the vice president for academic affairs. The vice president for academic affairs may accept or modify any finding, conclusion or suggested sanction in the recommended decision and issue the final decision of the College as soon as practical. The final authority rests with the vice president for academic affairs.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor.

Drops, Adds, and Withdrawals

During the drop/add period students may change courses without a fee. Drops and adds are handled through the Office of the Registrar. After the first week of a semester there is a \$15 fee for each course withdrawal.

Each student has the prerogative of dropping a course until the end of the first week of classes and after that a grade of "W" will be assigned until the final published date for withdrawing. The official recording date of all withdrawals will be the last day scheduled for withdrawing from classes. Students who fall below 12 semester hours will not be full-time students and may lose their eligibility for financial aid. Failure to attend class or merely giving notice to an instructor will not be regarded as an official notice of withdrawal.

Withdrawal from the College

If students find it necessary to withdraw from the College for any reason, they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs Office and the procedure outlined thereon must be followed. Students who fail to carry out these procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered. In such cases, the official withdrawal date for the permanent record will be the last day of the semester in which they left.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is signed in Student Affairs.

Final Examinations

Final examinations are scheduled after the last instructional class period of each semester and summer session. Students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and

they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

Credit by Examination

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript. Information about credit by examination is available in the Office of the Registrar.

Course Challenge Examination

Full-time students with a cumulative grade point average of 2.50 or higher may seek to earn credit for a course through examination. Permission to take an examination is granted by the dean in the division in which the course is taught. A \$50 fee must be paid in advance and is non-refundable.

To receive credit, the student must achieve a grade of "C" or above. If the student does not achieve a grade of "C" or above, no entry will be made on the permanent transcript record.

Standard Examinations

Students may receive credit after successfully completing any of the following standard examinations:

- Advanced Placement Examinations
- American College Testing Program
- Proficiency Examination Program (PEP)
- College Level Examination Program (CLEP)
- General and Subject Examinations (Up to 30 credits may be earned through the CLEP General Examinations.)
- Defense Activity for Non-Traditional Educational Support (DANTES)
- GED College Level Examinations

Credit Substitution

Since the academic program is student-centered, it is flexible to meet individual needs and goals. Each academic dean may permit substitution of resident, transfer, or testing credit for degree requirements. Students should meet all prerequisites as stated in the catalog. Academic deans have the authority to waive any

prerequisites. Center for Distance Learning students should request substitution credit through their program advisor.

Grading

		Quality Points Per Credit Hour
A	Superior Performance	4.0
B+	Excellent Performance	3.5
B	Very Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
FA*	Failure Absences	0.0
I	Incomplete	0.0
PP	Pass	0.0
W	Withdrawn	
WE*	Withdrawn Excused	
AU	Audit	

* Due to extended temporary duty of students at the military resident centers only.

Incomplete work (I) is counted as a failure (F) if the work is not made up by the end of the following semester. An incomplete grade (I) once completed will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete course work was completed.

Quality points are assigned only to grades earned at Saint Leo College.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points	Total Quality Points
FAS 121	3	A	(4)	12.00 (3x4)
SPA 111	3	B	(3)	9.00 (3x3)
CHE 121	3	D	(1)	3.00 (3x1)
HTY 121	3	F	(0)	0.00 (3x0)
ENG 121	3	C+	(2.5)	7.50 (3x2.5)
	15			31.50

Grade Point Average: $31.50 / 15 = 2.1$ GPA

Note: No quality points are awarded for transfer credit.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Repeated Courses

Students may repeat any course that they wish, and are encouraged to repeat all courses failed prior to degree conferral in order to raise their cumulative grade point average. Students will have their cumulative grade point average adjusted to reflect only the higher grade earned. However, the record of attempting all courses will remain on the permanent record.

Grade Reports and Permanent Records

All midsemester grades, semester and summer session grades are mailed to the student's home address.

Each term's grade report is prepared for each student showing the student's progress for that term. As grade reports are generated each term, the student's progress is checked against the grade point standards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Registrar.

English Language Proficiency

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or
2. By completion of Level 109 at any ELS Language Center located in the United States.

Gordon Rule

Saint Leo College actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule within the communications area.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (campus or Center for Distance Learning), number of transcripts required and the complete mailing address to which each transcript is to be sent. The College will not provide a transcript of transfer credit until successful completion of course work at Saint Leo College.

Transcripts should not be requested until the grade slip for the preceding term has been received. Bachelor's degrees are conferred on September 1, January 1 and at the completion of the main campus spring semester (normally early May). (Center for Distance Learning only: Associate degrees are conferred monthly; bachelor degrees are also conferred June 1 and November 1.) Transcript requests may be delayed until degree conferral has been completed. There is a \$5 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. All transcript requests should be ordered directly from the Registrar, Post Office Box 2278, Saint Leo, Florida 33574.

Academic Sanctions Policy

In order to continue in good standing, a student must maintain a minimum grade point average of 2.0. The system of academic

sanctions is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic sanctions contained herein conform with NCAA eligibility standards. Members of varsity sports programs and students receiving financial aid must inform themselves of additional eligibility requirements of these programs.

Academic Warning

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning at the beginning of the next semester.

In addition, campus students who fail two or more courses or the equivalent of 50 percent of their course load in any semester or who are not making satisfactory progress will be placed on academic warning at the beginning of the next semester.

Freshmen on academic warning are not eligible to seek membership in a fraternity or sorority.

Academic Probation

Freshmen who earn below a 1.60 semester grade point average or who receive failing grades in more than two courses at the completion of the first academic year will be placed on academic probation at the beginning of their second year. Sophomores who earn below a 1.80 semester grade point average or who receive failing grades in more than two courses at the completion of the second academic year will be placed on academic probation at the beginning of their third year. All other students in their third or subsequent academic year with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, play

intercollegiate sports, pledge a Greek organization or be a candidate for any kind of honor including participation in the graduation ceremony. More detailed information concerning disciplinary probation may be found in the Student Handbook.

To maintain eligibility to participate in selected activities, students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Academic Suspension

Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The cumulative grade point averages required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Cumulative GPA
Fewer than 24 Attempted Hours at Saint Leo	Freshman	1.50
	(0 - 30 Earned Hours)	
	Sophomore	1.70
	(30 - 60 Earned Hrs)	
24 to 37 Attempted Hours at Saint Leo	Junior to Senior	2.00
	(More than 60 Earned Hrs)	
	Freshman	1.75
	(0 - 30 Earned Hours)	
38 or more Attempted Hours at Saint Leo	Sophomore	1.80
	(30 - 60 Earned Hrs)	
	Junior to Senior	2.00
	(More than 60 Earned Hrs)	

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the official notification by a committee composed of the academic deans and the Registrar. A successful appeal lifts suspension but academic probation remains.

For campus students, appeals from academic suspensions must be made in writing to the Registrar. Students who are registered in the Center for Distance Learning should appeal to the resident center director.

Reinstatement. Students suspended from Saint Leo College for poor academic performance may apply for readmission after one year.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Center for Distance Learning petition through their resident center director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisor and at least one faculty member or their dean. Fulfilling these conditions does not guarantee reinstatement and a student who is reinstated remains on academic probation.

The committee determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Center for Distance Learning, the Assistant Vice President for Academic Affairs, Center for Distance Learning serves in place of the Academic Standards Committee.

Veterans Benefits and Academic Progress. Veterans and other eligible persons will be allowed two semesters of Campus or Ocala resident centers enrollment, or four terms of military resident centers enrollment to raise their grade point average to 2.00 or higher. (Two terms in the military resident centers equal one Campus or Ocala resident centers semester). Failure to attain the minimum grade point average by the end of the second Campus or Ocala resident centers semester or the fourth military resident centers term of probationary status will result in the termination of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Academic Dismissal

A second academic suspension normally constitutes academic dismissal.

Degree Requirements

Note: Students come under the academic requirements of the Catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years from the date of first attendance.

To earn the associate degree in Liberal Arts, the student must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete two general physical education courses.
3. Complete Basic Studies I.
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the College.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Fulfill the residence requirement (minimum 15 semester hours).
8. Satisfy all financial obligations.
9. Apply for graduation in the Office of the Registrar.

To earn the associate degree in Business Administration, the student must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete two general physical education courses.
3. Complete Basic Studies I.
4. Complete all the requirements of the Business Administration major for the associate degree.
5. Attain a minimum cumulative grade point average of 2.00.
6. Attain a minimum cumulative grade point average of 2.00 in the major courses.
7. Complete such comprehensive examinations as may be required by the College.
8. Demonstrate competence in reading, writing, oral communications skills and fundamental mathematical skills.
9. Fulfill the residence requirement (minimum 15 semester hours).

10. Satisfy all financial obligations.
11. Apply for graduation in the Office of the Registrar.

To earn the bachelor's degree the student must meet the following requirements:

1. Complete a minimum of 120 academic credits.
2. Complete the general physical education requirements.
3. Complete the Basic Studies Program.
4. Complete a minimum of 39 hours of course work at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Complete all the requirements of the student's academic division and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.
9. Complete such comprehensive examinations as may be required by the College.
10. Fulfill the residence requirement (minimum 30 semester hours).
11. Satisfy all financial obligations.
12. Apply for graduation in the Office of the Registrar.

Residence Requirements

Four academic years or eight semesters are normally needed to earn the bachelor's degree. Two academic years or four semesters are normally needed to earn the associate's degree.

To satisfy residence requirements for the master's and bachelor's degrees, students must complete a minimum of 30 credits at Saint Leo College. They must also be in attendance during the last two semesters. To satisfy residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo College.

Students with a bachelor's degree awarded from another accredited institution must complete residence requirements and all other degree requirements. If a student has been awarded a bachelor of arts degree from Saint Leo College and wishes to pursue a second degree, then the second degree being pursued would be a bachelor of science degree. Conversely, if a bachelor of science degree had been awarded

then a bachelor of arts degree would be pursued. In each instance, a minimum of an additional 30 semester hours must be completed with the College in order to satisfy residency and major or specialization requirements.

Students who have satisfied the residence requirements and have completed all but nine credits of their degree credits may request permission to take these final credits elsewhere. In order to do so, they must petition in writing through their division dean for special consideration. Petitions require the endorsement of a student's dean and approval of the Vice President for Academic Affairs.

Application for Graduation

Students must make formal application for graduation in the Office of the Registrar. A \$100 fee is required for graduation, even if the student chooses not to participate in the graduation exercises. In order to provide time for a thorough research of the applicant's record, the application must be submitted two semesters prior to anticipated graduation in order to facilitate a degree audit. Center for Distance Learning students make formal application through their resident center.

Commencement Exercises

The College has one formal graduation with academic regalia each year at the completion of the spring semester. Students who have met all the requirements of Saint Leo College for receipt of the bachelor's degree and have met all financial obligations may participate in commencement ceremonies. Students who will have a maximum of eleven (11) credit hours left for degree completion at the end of the spring semester may request permission from the Vice President for Academic Affairs to participate in the commencement ceremonies, provided that they can provide evidence that all remaining coursework will be completed by September 1st following commencement. Degrees are conferred on two other dates: September 1 and January 1. All incomplete work (I) must be completed by conferral date.

Graduation with Honors

Students who have earned at least 30 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors:

Summa cum laude	3.90 and above
Magna cum laude	3.75 and above
Cum laude	3.50 and above

Honors calculation for spring semester candidates for graduation will be based on the cumulative grade point average earned at the end of the previous semester.

Awards

The Dean's List

At the end of each semester those full-time students who have earned a semester grade point average of 3.50 or higher are recognized by placement on the Dean's List.

The following awards are given to members of the graduating class:

The Clara McDonald Olson Scholarship Award to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their credits from Saint Leo College. Graduating students who have earned part of their degree credits from other institutions and who have achieved a 4.00 cumulative grade point average while attending Saint Leo College for at least their last three years are eligible for special recognition.

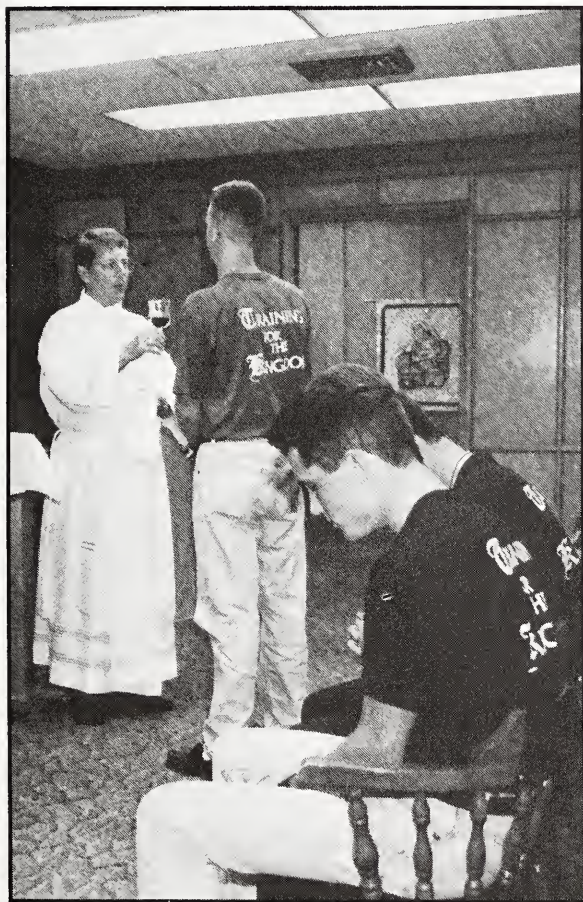
The John I. Leonard General Excellence Award to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo College stands.

The Abbot Marion Bowman Activities Award to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The Thomas B. Southard Leadership Award Sabre to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Alumni Relations Office and the Department of Military Science.

Campus Ministry

Campus Ministry at Saint Leo College is dedicated to integrating the spiritual aspects of campus life with the academic. It is a very broad-based ministry in the sense that it seeks to be the link that brings together all the people involved in college life to create a "parish-like" atmosphere on campus. Campus Ministry has a standard to uphold that is very direct in the form of its "motto." All students, faculty, and staff are invited and encouraged to attend various events, liturgies, retreats, social gatherings and other community centered offerings. Campus Ministry is also responsible for Kent Chapel, a quiet and holy place, where anyone can pause and spend some time in reflection and prayer. Kent Chapel is just outside the entry to the McDonald Center.



Our Mission Statement

Campus Ministry is a community dedicated to the spiritual well-being of Saint Leo College. It primarily serves students and also reaches out to all the members of Saint Leo College. The purpose of Campus Ministry is to support the person's quest for spiritual maturity through worship, education, service and leadership. Campus Ministry strives to carry out this purpose in a familial, ecumenical, challenging and compassionate environment.

Campus Ministry is here to:

- ❖ Make the liturgical life of the campus come alive for the college and community.
- ❖ Provide retreat experiences.
- ❖ Assist in service programs both on and off campus.
- ❖ Provide spiritual direction.
- ❖ Provide educational programs to deepen awareness of God, self, and others.
- ❖ Provide student chaplaincy training and ministry.
- ❖ Provide and encourage residence hall programs.
- ❖ Provide individual counseling of either spiritual or personal nature.
- ❖ Provide and encourage Bible study and prayer groups.
- ❖ Provide pastoral care in times of illness, death in family, and/or death of friend(s).
- ❖ Provide Rite of Christian Initiation for adults.
- ❖ Provide ecumenical prayer services, penance services, regular liturgies, Sundays, weekdays, and on other Holy Days or special event days.
- ❖ Train and certify qualified eucharistic ministers, adult altar servers, ministers of care, and RCIA sponsors and catechists sacramental preparation, including marriage.
- ❖ Provide chaplaincy to the active College Council of the Knights of Columbus on campus.
- ❖ Offer an alternative spring break opportunity to a developing country.

Campus Student Life and Activities

Through the diversified programs of the Office of Student Affairs, the College approaches student life as a means of fulfilling each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This need for worth and responsibility can be realized through involvement in the various service programs, the religious program, the political and club programs, and the social and athletic programs.

At the heart of the educational process should be the discovery and the development of worthwhile values by which all persons can live full lives. The study and pursuit of these values is not a one-time effort, nor should it be thought of in isolation. As the world contracts and the borders of ideologies displace the borders of nations, Saint Leo College recognizes that our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern that arises through the practice of working with others.

Specific student life policies are printed in the Student Handbook, which is made available at the beginning of each academic year. Student responsibilities include self-discipline. Enforcement of behavioral standards is the responsibility of all members of the College community under the leadership and direction of the Student Affairs staff, the Campus Judicial Board and the Residence Hall Judicial Board.

Student Involvement

As active members of the College community, students are encouraged, individually and collectively, to express their views on institutional policy and matters of general interest to the student body. Students can participate in the formulation and application of institutional policy, affecting both academic and student affairs, through standing committees, Student Leadership Coalition, and numerous ad hoc committees and organizations. Students concerned with a particular issue should contact the department director, division dean or respective vice president.

Campus Life Services

Located on the first floor of Saint Edward Hall are the offices of Student Affairs. The purpose of Student Affairs is to provide students with a holistic approach to their health, spiritual, psychological and career needs. All students are encouraged to become acquainted with Student Affairs, which includes Counseling and Career Development, Residential Life, Health Services, and the Student Activities Office.

Career Development Center

The Career Development Center is available with materials, including a computer-assisted career guidance program, for students to use in researching careers. Workshops in resume writing and job-hunting skills are presented throughout the year. Graduating seniors can set up a Professional Reference File with letters of recommendation to be used in securing employment. Information on summer jobs, internships, and career opportunities is kept current for student use.

A Career Day in the fall is available to meet the placement needs of graduating students. Career Day Connection, a career development workshop, is also offered to prepare students for Career Day.

Since choosing an academic major is extremely important, assistance in guiding students in the selection of a major is provided. A variety of materials and interest inventories is available to help students choose a major and career that is compatible with their interests, values, and abilities. Guidance is available to those students interested in attending graduate and professional schools.

Counseling Center

Both individual and group experiences are provided to help the student cope with the demands of college and adult life. Counseling is provided in a confidential setting where students can discuss their individual problems and needs.

Student Health Services

Saint Leo College has always been vitally concerned with the promotion of good health for its students. To assure the highest quality of health care, the school has a mandatory Accident and Sickness Insurance Plan. This plan is designed to help relieve parents and students of the financial strain which normally accompanies unanticipated expenses arising from accidents and sickness. A nominal per semester charge will be billed for the insurance each semester. This insurance will cover the student for one year. Many private and state schools are implementing mandatory health insurance to assure that students are cared for at local health care facilities.

All registered students in the campus program, taking 12 or more credit hours at Saint Leo College, are eligible and must be enrolled in the plan on a mandatory basis in order to complete registration.

Saint Leo College is not responsible for payment of any medical bills incurred for treatment of accident or sickness.

Campus Clubs and Organizations

Through the Office of Student Activities, located in Saint Edward Hall, students at Saint Leo College have the opportunity to integrate educational information and practical experience outside the classroom. Campus activities serve to fulfill the variety of needs and interests of the students. Over 40 different organizations are active in creating an environment where students can express themselves, cultivate their special interests, and form close friendships. The Office of Student Activities serves as the hub of all campus activity, helping each club to design, build and maintain its own educational and organizational environment. Leadership development and skill-building seminars are offered throughout the school year.

The Student Leadership Coalition is open to all students at Saint Leo College. Students are encouraged to become actively involved and exercise their ability to help shape decisions affecting campus life. The Student Leadership Coalition also sponsors and coordinates various entertainment activities on campus. It puts

together a semester calendar of programs that ranges from comedian performances, films, and coffee-houses in The Cage, to prominent guest speakers who attract audiences from surrounding communities. Membership is open to all students on campus.

Student publications on campus include The Literary Magazine, a journal of English language, literature, and style; The Golden Legend, the College yearbook; and The Monarch, the student newspaper. Each provides the opportunity for writing, editing, and publications layout and design.

A variety of Greek organizations on campus seek to further the goals of brotherhood and sisterhood through national fraternities and sororities. A list of these Greek organizations, as well as a comprehensive list of all special interest, service, social and academic organizations active on campus, can be found in the Student Handbook.

Department of Residential Life

As a student at Saint Leo College, you have a unique opportunity for personal growth. Residential living offers you all kinds of new freedoms, as well as presenting you with many new responsibilities. You are not just going to college; you are moving away from home and establishing yourself in a new community. And we do encourage the concept of community - the notion that you are a responsible citizen on your floor, that you will respect your neighbors' rights and that they will respect yours, with the understanding that certain limits must be enforced for everyone's welfare. Within this context of individual right and community responsibilities, we encourage individual choice of personal life-style and behavior.

Some students, parents and even members of the academic community still call them "dorms", but the Residential Life staff feels that the word makes our halls sound like they are just a place to sleep. The residence halls are more than just a place to study and sleep; they describe a program which brings activities designed to challenge your total development right to your door. It is a place where ideas are exchanged, thoughts are shared, and activities occur - a place

where learning and fun can happen on a daily basis. You may never have a better chance to meet so many people from a variety of backgrounds or to become an active, productive member of such a diversified residential community. Your membership in the residential community, the people you meet, the friends you make, your contacts with our staff, and your participation in the variety of activities and programs available could represent one of the most significant experiences of your education, and of your life.

Most of the residence hall rooms on campus are designed for double occupancy. A limited number of single rooms are available to upper class students; priority is determined for these preferred spaces based on the number of semester hours completed, and the cumulative grade point average. A large majority of the freshmen live in the West Side Residence Halls. Special attention is given to the selection of compatible roommates, based on information that students provide in their housing materials. Although every effort is made to honor the building, floor or wing, and roommate preferences of each student, the College does reserve the right to make final room assignments.

Because the College maintains that the residential experience is an integral part of a student's total education and development, all full-time students are required to live in the residence halls, with the exception of those living with parent(s) or legal guardian(s). Exemptions to the residency policy are married students, veterans, and seniors with over 90 earned credit hours. Students who are requesting an exemption from the residency policy or a release from their housing contract should do so in writing to the Director of Residential Life by August 1 (for the fall semester) or by December 1 (for the spring semester).

The professional and administrative staff in the Department of Residential Life includes a Staff Assistant, five Hall Directors, a Coordinator for Residential Life, and a Director of Residential Life. In addition, a student team of Resident Assistants also assist the resident students in a myriad of ways. The entire staff team is an excellent resource to help residents locate needed services outside the Residential Life area. Members of the Residential Life staff team act as advisors to individuals and groups of students,

program a wide variety of events and activities to suit a broad range of student interests, provide assistance in emergency situations, and work to unite the community of students in each residence hall. If you have any questions or problems, these are the people to ask for assistance.

All of the residence halls are air conditioned, and are heated during the cooler months. Laundry facilities are located on each side of campus. Each student room is furnished with twin or single beds, dressers, desks, chairs, closets, curtains, and a trash can, in addition to being wired for local telephone and cable television service. Students should plan to supply their own bed linens, towels, alarm clock, desk lamp, telephone, and any other item(s) necessary to personalize their own living space in accordance with residence hall guidelines and in conversation or cooperation with their respective roommates.

The College does provide food service on campus during the regular academic year, and resident students are required to select one of the available meal plan options. Meal plan exemption requests are considered on a case-by-case basis, and must be submitted, in writing, to the Office of the Vice President for Student Affairs. Additional food services are provided by The Cage, located on the lower level of the McDonald Student Center.

With the exception of fish in aquariums, pets are not permitted in the residence halls at any time. College regulations also prohibit waterbeds, and the possession or use of firearms, explosives, or illicit drugs of any kind in the residence halls.

More detailed information concerning residence hall policies, services and programming can be found in the Student Handbook, or may be obtained from the Director of Residential Life.

Disciplinary Standards and Codes

Individual growth in the areas of autonomy, interpersonal relationships, life purpose, physical self-reliance and spiritual maturity are important aspects of the collegiate experience. Persons on the campus are expected to express themselves through conduct which does not deny other

individuals the freedom to express their own individuality socially, emotionally, intellectually, and spiritually.

Please consult the Student Handbook for detailed information concerning the Judicial System and Disciplinary Sanctions. Students are met on a level of mutual regard and trust. Students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Safety and Security Department. There is a registration and parking fee payable to the College at the time of registration. A current valid operator's license, a current copy of vehicle registration, and proof of insurance are prerequisites for vehicle registration.

Alumni Association

The Alumni Association was established in 1967 by the charter senior class of Saint Leo College. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. In addition, former students who completed one year or more and whose entering class has graduated are eligible for membership.

The Alumni Association sponsors regional events in major cities across the country to afford the opportunity for alumni to keep the spirit of Saint Leo alive. Alumni involvement in our programs is imperative and we welcome alumni participation.

Alumni and their families are invited to the campus every year to the Fall Festival Weekend and the Alumni All-Sports Weekend. Also, special class reunions are scheduled to coincide with this latter weekend.

The Office of Alumni/Parent Relations, located in Saint Leo Hall, maintains the names and addresses of all alumni. This office serves as the vital link between Saint Leo College and the alumni of the College. To update your alumni records please call (904) 588-8250 or send information to Alumni/Parent Relations, Saint Leo College, P.O. Box 2227, Saint Leo, FL 33574.



Financial Information

College Expenses

	Resident		Day Student	
	One Semester	Two Semesters	One Semester	Two Semesters
Tuition (12-16 hours)	\$4,575	9,150	4,575	9,150
Usual Room Charge	1,155	2,310	0	0
One-Time Security Deposit	100	100	0	0
One-Time Enrollment Fee	200	200	200	200
Facility and Support Fee	0	0	75	150
Student Health Insurance	143	286	143	286
Student Activities Fee	120	240	120	240
Health Center Fee	15	30	15	30
	<hr/>	<hr/>	<hr/>	<hr/>
	\$6,308	\$12,316	\$5,128	\$10,056

Semester Meal Plan

The College provides a boarding program for all resident students. All resident students are required to be on one of the following meal plans:

		Semester
PLAN I.	Seven days/19 meals	\$1,170
PLAN II.	Seven days/15 meals-breakfast or lunch or dinner	\$1,155
PLAN III.	Seven days/12 meals-breakfast or lunch or dinner	\$1,135

Schedule of Payments

New students are to pay a \$100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a \$100 non-refundable tuition deposit on or before June 15 for the fall semester and on or before November 15 for the spring semester in order to have their preregistration processed. Resident students are required to pay a non-refundable room reservation fee of \$150 to reserve a residence hall space by June 15. This fee will be applied to the total room charge in September.

Resident students are also required to pay a one-time residence hall security deposit of \$100. This deposit will remain on file until the student permanently leaves College owned or operated residence halls. Any outstanding debts to the College will be deducted prior to refund.

	Date	Resident Student	Day Student
Fall Semester			
First Payment	July 15	\$1,000	\$1,000
Balance Payment	One week before registration	As Billed	As Billed
Spring Semester			
First Payment	December 1	\$1,000	\$1,000
Balance Payment	One week before registration	As Billed	As Billed

Linen

Resident students are responsible for supplying their own linen.

Laundry

Coin Machines are available on and off campus.

Tuition Rates

The charge for a credit hour course is \$158 through eleven credit hours. Thereafter, the following applies:

Credits	Charge
12-16	\$4,575
17 and above	\$305 per credit hour

Summer Session Tuition Rates

During the May Session students may take up to seven semester hours of credit for \$158 per credit hour. Room charges and meal rates will be announced.

Instructional Fees

CLAST Remediation Course Fee	\$75
CLAST Administration Fee	\$50
Course Challenge Exam Fee	\$50
Comprehensive Exam Fee	\$25
Directed Study Fee	\$25
Art Materials Fee	\$5-\$40
Internship or Field Placement Fee	\$50
Science Laboratory Fee	\$60
Computer Laboratory Fee	\$60
(All COM courses, ACC201, ACC202, ENG112, ENG120, ENG121C, MAT102, MAT103, GBA498, and FIN325)	
Physical Education Fee	\$25
(Per semester: CPR, first aid, athletic injuries, lifesaving, sailing, water skiing, water safety instruction)	
Karate and Advanced Karate	\$110
Additional fees beyond \$110 are optional for uniform, certification of completion, an association identification card, a belt, and testing materials.	
Private Instruction	\$120
(Per semester: Music)	
Special Instruction	Per tuition rate schedule
(Per semester: audit, overload)	

Other Fees

Application Fee	\$35
International Student Application Fee	\$60
Enrollment Fee	\$200
(One-time charge)	
Graduation Fee (Regardless of Participation in Commencement)	
B.A., B.S., B.S.W.	\$100
A.A.	\$25
I.D. or Food Card Replacement	\$10
Registration/Transcripts/Withdrawal	
Late Registration or Payment	\$25
Transcripts	\$5
Withdrawal (Each Course)	\$15
Reinstatement of Registration	\$15
Residence Hall Fees	
Usual Room Charge	\$1,155
Additional Fee -	
Private Room or Suite	\$100 - \$685
Security Deposit	\$100
(One-time charge to be returned after final room check if no damage has occurred)	
Student Government Assessment	\$120
(Per semester)	
Tuition Deposit	\$100
(Per Semester)	
Student Health Insurance	\$143
(Per Semester)	
Health Center Fee	\$15
(Per Semester)	

Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student required to leave from the College for academic or disciplinary reasons will not receive any refunds.

Refunds of tuition and room and board charges as a result of complete withdrawal from the College are made on the following schedule after deductions for non-refundable amounts:

Tuition, Room and Board

Within seven (7) days from the

first day of registration 80 percent

Within 14 days from the

first day of registration 60 percent

Within 21 days from the

first day of registration 40 percent

After 21 days No Refund

Finance and Accounting Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. Laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Financial Aid Office on the main campus or from the College VA certifying officials at the resident centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.
5. Students on the Work-Study Program are paid semi-monthly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. In order to register, a student must make sure that all charges from a previous semester have been paid.

Questions Concerning Charges and Payments

All questions relating to charges and payments should be directed to the Office of Finance and Accounting.

Saint Leo College

Office of Finance and Accounting

P.O. Box 2097

Saint Leo, FL 33574

Telephone: (904) 588-8486

Financial Responsibility

No transcripts, certificates of attendance, or certain other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

Family Tuition Reduction

Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:

Two children

\$100 reduction per semester per child.

Three children

\$200 reduction per semester per child.

Four children

\$300 reduction per semester per child.

Student Financial Assistance

Financial Aid for Students Attending Main Campus

Students enrolled in the Center for Distance Learning program should refer to the Center for Distance Learning section of this catalog.

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Some College-funded scholarships are available for non-United States nationals.

Financial aid is allocated on the basis of need, good moral character and academic promise. Financial need is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who shows need at one college may not show need at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices. Students who do not demonstrate a need may avail themselves of a deferred payment plan. Students involved in disciplinary measures or whose grade point average falls below a 2.00 jeopardize their eligibility for financial aid.

Since financial conditions and requirements vary from year to year, a new application must be submitted for each academic year.

Financial aid awards are not transferable.

Application Process

Students should apply for aid as early as possible, preferably at the time they apply for admission. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admission and whose applications are complete by April 1 for fall semester or October 1 for spring semester. The Financial Aid Form should be filed as early as possible after January 1 for the fall semester. To obtain the Saint Leo College application forms and information please contact:

Saint Leo College
Office of Financial Aid and
Veterans Affairs
P.O. Box 2228
Saint Leo, Florida 33574

Federal and State Financial Aid Directly Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

State Grants. Many states have grants which can be used at colleges out of state. Since criteria of eligibility, application procedures, and deadlines vary, it is suggested that applicants contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Guaranteed Student Loan.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan, a student must file the

Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Supplemental Loans for Students (SLS) are available to self-supporting students. Applicants must file the Financial Aid Form.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan. Contact your lending institution and forward your completed loan application for processing preferably three months prior to entrance.

Deferred Payment Plan

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing company.

Academic Management Services, Inc. (AMS)

AMS offers a plan enabling students to budget all or part of the annual fees over a ten-month period at no interest. There is an initial fee and a small fee for life benefit coverage. To apply, write directly to Academic Management Services, Inc., 50 Vision Boulevard, P.O. Box 14608, East Providence, RI 02914-0608. Phone 1-800-635-0120.

Local Scholarships

Kiwanis Club of Dade City Joe Collura Scholarship. One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Holy Name Priory Scholarships. The Benedictine Sisters of Florida at the Holy Name Priory of Saint Leo, Florida, offer several room and board scholarships each year to female members of the junior or senior class who have volunteered services to the College or the community. The Mother Rose Marie Easley,

O.S.B., Scholarship in the amount of \$750 is awarded annually to a female resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters of Florida, P. O. Box H, Saint Leo, Florida 33574, by March 15 preceding each fall semester.

Warder/RAGE Scholarship. This scholarship is reserved for students who have been residents of the area east of U.S. Highway 41 in Pasco County for the last three years. Applicants must be less than 25 years old. Apply to the Financial Aid Office.

Hazel Whitman Scholarship. The Saint Leo College Community Club awards this annual scholarship to a Pasco, Hernando, Hillsborough, Polk or Sumter County resident. Apply to the Financial Aid Office.

Financial Aid Available Through The College

Aid for which application is made to the Financial Aid Office.

Florida Resident Access Grant. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need.

Campus Based Federal Programs. Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character and academic promise to qualify.

1. **Supplemental Educational Opportunity Grant (SEOG).** These funds are allocated as part of a financial aid package to students with exceptional need.
2. **College Work Study Program (CWSP).** Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.
3. **PERKINS Loan Program** (formerly NDSL). Under this program students who demonstrate an exceptional need may obtain a loan.

College Scholarships

To be eligible for a College scholarship a student should be enrolled full time on the main campus. Selection is made based on financial need, character, academic record and the specific criteria of the special awards. Recipients of Saint Leo College grants, performance incentives (academic, leadership or athletic), or staff scholarships are expected to exemplify the values to which Saint Leo College is committed. These students are required to demonstrate progress toward their degrees and to remain in good standing with the College. Failure to meet these expectations, especially through academic or disciplinary probation, may result in loss of such an award. Priority is given to students who apply by March 1 of each year. Due to the limited number of scholarships, it is unlikely that the Scholarship Committee will award more than one scholarship to any one student. Academic scholarships are awarded to students with a minimum grade point average of 3.00.

1. **Benefactors Scholarships.** Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, Saint Charles Borromeo, J.M. Boucher, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Clerf Family, Mary Kay Coppedge, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Robin Stockberger, Mr. and Mrs. Benjamin Watkins
2. **College grant for Community College Transfers.** Income from this fund will be awarded to transfer students with a 3.0 or above.
3. **Herman and Marie Fontaine Scholarship** (Founders, Discount Auto Parts). Income from this fund will be awarded to a qualified and deserving student.
4. **Gilmar and Margil Scholarship Fund.** Income from this fund will be granted to a student with the greatest determined need and with the highest academic standing and who is preferably a student of Spanish background.
5. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for educational scholarships.
6. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College and who demonstrate unmet financial need.
7. **Pasco-Hernando Community College Scholarship.** Income from this Saint Leo College fund will be awarded to transfer students who have earned an Associate of Arts degree and a minimum cumulative grade point average of 3.0.
8. **Presidential Scholarships** are awarded to incoming students with a minimum SAT score of 1000 or a minimum ACT score of 22 and a 3.00 high school grade point average or a minimum college grade point average of 3.25.
9. **Dade City Rotary Club Scholarship Fund.** Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.
10. **William G. Selby and Marie Selby Scholars Program.** Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota county.
11. **The Thomas B. Southard Scholarship Fund.** Income from this fund will be awarded to needy students showing an ambition and desire to learn.
12. **Tri-County Scholarships** of up to \$300 yearly are awarded to residents of Pasco County, Hernando County, or Citrus County on the basis of unmet need.
13. **Trustees Scholarships** are awarded to incoming students with a minimum SAT score of 1050 or a minimum ACT score of 25 and a 3.5 high school grade point average or a minimum college grade point average of 3.50.
14. **Dennis E. Vacenovsky Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College, and who demonstrate unmet financial need.
15. **The Barnett Bank Scholarship Fund.** Awarded to students entering the Division of Business Administration with preference given to incoming minority students.

16. Saint Michael the Archangel Parish Scholarship. Provides full tuition, fees, room, board and books for a campus student of Saint Michael's parish in Hudson, Florida. If no candidate is available, the scholarship is available to someone in another parish of the Diocese as attested to in writing by the pastor. The scholarship is awarded to the candidate with the highest academic record and highest financial need and can be renewed to degree completion.

17. Diocese of Venice Scholarships. Awarded to graduates of Catholic high schools in the Diocese of Venice, Florida.

18. The Sarasota Cardinal Mooney High School Endowed Scholarship Fund. Awarded to graduates of Sarasota Cardinal Mooney High School with a minimum grade point average of 3.0.

Scholarships for which application is made directly to the departments or divisions:

1. Athletic Scholarships are awarded to outstanding athletes who participate in intercollegiate programs. Apply directly to the Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574.

2. Lydia Briggs Memorial Scholarship. Awarded to a female athlete who will compete at the intercollegiate level in tennis. Apply to athletic director, P.O. Box 2038, Saint Leo, Florida 33574.

3. Renee Cueto Scholarship Fund. Income from this fund will be used to assist the most deserving theatre majors. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.

4. Marion Elizabeth Flagg Scholarship Fund. Income from this fund will be used to assist deserving students in music. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.

5. Edward L. Flemming Memorial Scholarship Fund. Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.

6. Fourth Year Tuition Grant for Honors Program Students. Awarded to seniors who have 1) joined the Honors Program from their first semester on campus; 2) been in the Honors Program for three years; 3) been in good standing in the program; 4) had a 3.5 cumulative grade point average at the end of each semester. Apply to the moderator for the Honors Program.

7. Genevieve A. Horgan Scholarship Fund. Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.

8. William S. Horgan Scholarship Fund. Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.

9. Aloysius Bolak Memorial Scholarship Fund. Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.

10. Intercommunity Forum Scholarship Fund. The College, Saint Leo Abbey, and Holy Name Priory annually offer two scholarships to students majoring in religious studies. One scholarship provides \$500 (\$250 per semester) toward tuition and a room (double occupancy) at Saint Leo Abbey for a male student. The other scholarship provides \$500 (\$250 per semester) toward tuition and a room (double occupancy) at Holy Name Priory for a female student. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. 2127, Saint Leo, Florida 33574.

11. The C. P. McCabe Memorial Scholarship Fund. Income from this fund will be used to assist juniors and seniors in the Department of Education who are from Pasco County, Florida, and who are of good character and in financial need. Apply to the Dean, Division of Professional Studies, P.O. Box 2098, Saint Leo, Florida 33574.

12. Father George Paulson Theology Institute Endowment Fund. Income from this fund will be used to provide scholarships to deserving students majoring in religious studies as well as to provide lectures and other activities which further religious and values education. Apply to Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.

13. Robert H. Peterson Scholarship Fund. Income from this fund will be awarded to an outstanding student at the end of the sophomore year for application against tuition costs in the junior year. The student will be chosen by the faculty of the Department of Mathematics and Sciences based upon academic achievement and financial need. Apply to the Department Chair, Department of Mathematics and Sciences, P.O. Box 2188, Saint Leo, Florida 33574.

14. Religious Education/Religion. Income from this fund will be used to assist deserving students who are majors in religion. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David. Apply to Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.

15. Air Force ROTC Professional Officer Course Scholarships. Students in the final two years of the ROTC program are eligible. Qualified students receive up to \$2,000 per year which covers tuition, fees, and books. Those interested in more information about scholarship criteria should contact the AFROTC department at 813-974-3367.

16. Army ROTC Scholarships. All ROTC students who will be under the age of 25 at college graduation are eligible to compete for scholarships for one to three years. ROTC scholarships pay \$8,000 per year or 80% which is greater, plus mandatory fees, and \$100 per month subsistence allowance. Scholarships are based solely upon merit. For additional information contact Saint Leo College, Coordinator of Military Science, P.O. Box 2126, Saint Leo, Florida 33574.

17. The Raymond L. and Mary C. Spangler Scholarship Fund. Income from this fund will be used to assist deserving students in science, mathematics, or humanities. Apply to the respective department chair.

18. The Dr. Herbert F. Wolf Scholarship Fund. Income from this fund, not available to freshmen, will be used to assist deserving students in science and mathematics. Apply to the Chair, Department of Mathematics and Sciences, P.O. Box 2188, Saint Leo, Florida 33574.

19. Sister Mary Grace Riddles, O.S.B. Scholarship. Income from this fund is awarded to a Saint Leo College student with a minimum grade point average of 3.0 who demonstrates financial need and shows qualities of leadership, loyalty, and service to Saint Leo College. Obtain applications from the Director of Financial Aid, Saint Leo College.

20. The New York Yankee Scholarship for Athletes. Awarded to outstanding student of any intercollegiate sport. Apply to Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

First-time students at the College receiving Title IV aid who withdraw before the 60% point of the enrollment period (for which the student has been charged) will receive a prorata refund as defined by federal regulations.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College Policies, State aid agencies' regulations, Guarantee Agencies, VA regulations or Federal regulations, depending on source of funds.

Federal and College Need-Based Aid. For the purpose of financial aid eligibility, every student on financial aid will have his/her cumulative grade point average evaluated at the

end of the spring semester each academic year. At that point, the student must have a cumulative grade point average of 2.0.

If a student enrolled for the first time in College falls below a 2.0, he/she will be placed on financial aid probation for the following academic year. The student will be allowed Title IV financial assistance during the probationary period. A student will be removed from probationary status if he/she brings his/her cumulative grade point average to a 2.0 or better.

If the student has completed a second academic year of attendance (at any college), he/she must have a 2.0 cumulative grade point average at the end of the spring semester to retain Title IV funding for the following academic year. There will not be a probationary period.

A student is expected to complete a minimum of semester hours at the end of each academic year. The following schedule indicates the number of semester hours which must be successfully completed:

Academic Years Completed:				
1	2	3	4	5
Minimum Hours Required:				
24	48	72	96	124

Aid For Less Than Full-Time Students. Less than full-time students are eligible to apply for financial aid. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any year. In addition they must maintain a minimum cumulative grade point average as listed above.

Allowable Time. The maximum allowable time to be eligible for most financial aid programs for a full-time undergraduate student is five (5) years or ten (10) semesters. Students attending less than full-time will be eligible for aid for semesters registered, not to exceed the equivalent of ten (10) full-time semesters.

Florida Aid. Please consult criteria as listed on the application. Generally, there are certain State of Florida Awards which require a higher cumulative grade point average (CGPA) than the cumulative grade point averages mentioned above. Three Florida programs (Florida Student Assistance Grant, Florida Resident Access Grant, and Florida Teacher Scholarship Loan) require a cumulative grade point average of 2.0 for renewal. In addition to the cumulative grade point average requirement, a student must earn

24 hours in the previous academic year to have any of these awards renewed. The Chappie James Most Promising Teacher Scholarship requires a cumulative grade point average of 2.5 for renewal. The Florida Undergraduate Scholars Fund Scholarship requires a cumulative grade point average of 3.2 for renewal. Incomplete grades are considered F's at the end of the spring semester.

College Scholarship. Specific standards described on the scholarship contract must be met.

States' Aid Other than Florida's. States require that recipients earn at least 24 hours each academic year and maintain a minimum cumulative grade point average of 2.00.

Student Loan. Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent load. A student earning 30 or more hours per academic year and maintaining at least a 2.00 grade point average should be able to meet the standards of all agencies.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following year. Financial aid may be reinstated during that year on one of the following conditions:

1. Provided the student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes for a considerable length of time. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.

2. Provided during the year for which awards were canceled, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed. This notification can be done by the student's obtaining an unofficial revised grade transcript from the Office of the Registrar and bringing it to the Financial Aid Office with a request that his/her aid be reinstated.

Summer Sessions

Students who do not meet the standards of progress by the end of the spring semester are encouraged to reinstate their eligibility for aid, other than State aid, for the following academic year by enrolling in the summer session.

College Level Academic Skills Test (CLAST)

Students who receive financial aid from the State of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of state aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of state aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the semester for which State aid is desired. CLAST tests are given several times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Box 2158, Saint Leo College, Saint Leo, Florida 33574. Applications are also available from the College Financial Aid Office. A test fee is assessed each time a student registers for the CLAST.

Financial Aid Transcript Request for Transfer of Files

Financial aid transcripts are free of charge. Students who transfer between terms during the course of an academic year and request that a copy of their entire aid file (FAF, tax returns, verification documents) be mailed to another school will be charged a \$5 processing fee.

Center for Distance Learning

Since the early 1970's, two programs developed at Saint Leo College to service the educational needs of working adults and distant learners.

The Military Education Program (MEP) provided degree programs at military bases, while the Center for Continuing Education (CCE) provided classes on campus and at other Florida locations to a mostly civilian population.

The student populations historically served by MEP and CCE were strikingly similar. Generally, the students were returning adult learners beyond the traditional college age who had jobs and who attended college part-time. Consequently, in the interest of institutional unity and focus, the College merged the two programs into the Center for Distance Learning (CDL) at the beginning of the 1992-1993 academic year. The new structure combines all extension programs under one central administrator with operational units called resident centers. Currently, the College operates thirteen resident centers: two civilian centers and eleven centers located on military bases.

Campus Resident Center

The primary mission of the CDL Campus Center is to make the academic programs of the College accessible to the adult student and distant learner in central and south Florida. In order to accommodate their educational needs, the College has developed a variety of ways in which the non-traditional student can take courses.

Weekend Program

This is a time-intensive scheduling of regular credit courses offered on Saturdays and Sundays. Classes meet every other weekend and out-of-class assignments are an integral part of the Weekend Program.

There are three terms per year: fall, spring and summer. Classes meet in three and one-half hour sessions. It is possible for some students to take up to 12 semester hours in Weekend College by attending classes on both Saturdays and Sundays.

Degrees are available in the following areas:

1. Associate of Arts.
2. Bachelor of Arts in accounting, business administration, public administration, psychology, criminology, and religion.
3. Bachelor of Science in health care administration.

Evening Program

As the name implies, the Evening Program typically offers college level courses scheduled to meet in the evenings, usually after five. Many students use the Evening Program to begin their degree. A unique feature of the Evening Program is its ability to offer courses and term dates which accommodate the time constraint problems faced by most working adults. The Evening Program is both a popular and effective way for nurses, police officers, and others to take required courses at locations near their places of employment.

Weekend Conferences

A Weekend Conference is conducted like many professional conferences adults might attend. As such the Weekend Conference meets for eight hours a day. Typically, the Conference convenes four Saturdays with breaks of two or more weeks between meetings. Preconference and out-of-class assignments are part of the Weekend Conference format.

Weekend Conferences are conducted both on and off-campus. Conferences are held at various times so that a student taking classes in one course delivery format might also be able to attend a conference. Senior seminars which are now in conference format also serve as capstone courses in some degree programs. Specific details are published and distributed to students through the course schedule three times a year.

Ocala Resident Center

In order to facilitate the primary mission of the Center for Distance Learning to make the academic programs of Saint Leo College accessible to the adult student and distant learner, the College has entered into Articulation Agreements with Central Florida Community College in Ocala, Florida, and with Santa Fe Community College in Gainesville, Florida.

These cooperative agreements provide an opportunity for students in these areas to work toward and obtain degrees in the following areas:

1. Associate of Arts.
2. Bachelor of Arts in business administration, elementary education, psychology, and criminology.
3. Bachelor of Science in health care administration.

Special Programs

Teacher Recertification

Teacher recertification courses are made accessible to the elementary and secondary teachers of Florida through the Ocala Center in coordination with the College's Division of Professional Studies. Each year a needs survey is directed to the school districts of Florida. Based on the results of the survey, appropriate courses are scheduled in the school districts at a time and place convenient to the teachers. Teacher recertification courses are usually conducted as workshops and meet eight hours daily for one week. This program can be requested by a school or school district at any time. Call (904) 237-6922 for additional information.

Elderhostel Program

The College's Elderhostel program is also managed by the Center for Distance Learning. Interested parties are encouraged to contact the Center for Distance Learning for further information regarding this non-credit program at (904) 588-8206 or Post Office Box 2277, Saint Leo, Florida 33574.

Religious Studies

In addition to the bachelor's degree in religion, the Center works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious, and laity. Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry, and lay leadership. Teacher recertification courses and in-service workshops are designed to assist faculty in Catholic elementary and secondary schools.

Policies Common to the Campus and Ocala Resident Centers

Tuition and Fees

Tuition (per credit hour)	\$105
Application/Evaluation Fee	\$35
Redo Program Outline	\$20
Graduation Fee - A.A.	\$25
Graduation Fee - B.A., B.S.	\$100
Replacement Diploma	\$25
Official Transcript Fee	\$5
CLAST Remediation Course Fee	\$75
CLAST Administration Fee	\$50
Comprehensive Exam Fee	\$25
Computer Laboratory Fee	\$60

Bachelor degrees graduation fee includes participation in commencement exercises on the main campus in May. Associate degree graduates do not participate in commencement exercises.

Registration, Drop/Add

Students may register by mail, fax, telephone, or office visit. Detailed information pertaining to specific courses and locations is published each semester in the course schedule. The course schedule is mailed to each student each term. The drop/add period is generally the first week of class.

Financial Aid

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial Aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who needs aid at one college may not need aid at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices or from the Saint Leo College Financial Aid Office. Since financial conditions vary from year to year, a new application must be submitted for each academic year. Financial aid awards are not transferable. Students should apply for aid as early as possible as the process may sometimes take weeks or even months.

For further information and application forms, please contact:

Office of Financial Aid and Veterans Affairs
P.O. Box 2228
Saint Leo, FL 33574-2228
Phone: (904) 588-8387

Aid Programs

Florida Student Assistance Grant (FSAG).

This grant is available to full-time students (12 hours per term) who have been bona fide residents for at least one year. The FSAG is based on need. Applicants must file the FAF by April 1 preceding fall entrance.

Florida Resident Access Grant. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need. The aid is dispersed biannually to students who maintain enrollment and grade point standards. As described below, students must comply with Florida requirements related to the College Level Academic Skills Test (CLAST). Students should apply through the Florida resident centers by September 1 for the fall semester or by February 1 for the spring semester.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training (except for satellite class locations more than 50 miles from a resident center). Contact the veterans certifying official at (904) 588-8271 for a list of approved locations and applications. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired

or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan.

Supplemental Loans for Students (SLS) may be obtained by self-supporting students who do not demonstrate a sufficient need for the Stafford Loan.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations. First-time students at the College receiving Title IV aid who withdraw before the 60% point of the enrollment period (for which the student has been charged) will receive a pro rata refund as defined by federal regulations.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College Policies, State aid agencies' regulations, Guarantee Agencies, VA regulations or Federal regulations, depending on source of funds.

Federal and College Need-Based Aid. If a student enrolled for the first time in College falls below a 2.0, he/she will be placed on financial aid probation for the following academic year. The student will be allowed Title IV financial assistance during the probationary period. A

student will be removed from probationary status if he/she brings his/her cumulative grade point average to a 2.0 or better.

If the student has completed a second academic year of attendance (at any college), he/she must have a 2.0 cumulative grade point average at the end of the Spring semester to retain Title IV funding for the following academic year. There will not be a probationary period.

A student is expected to complete a minimum of semester hours at the end of each academic year. The following schedule indicates the number of semester hours which must be successfully completed.

Academic Years Completed:				
1	2	3	4	5
Minimum Hours Required:				
24	48	72	96	124

Aid for Less Than Full-time Students. Less than full-time students are eligible to apply for financial aid. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any year. In addition, they must maintain a minimum cumulative grade point average as listed above.

Florida Aid. Please consult criteria as listed on the application. Generally, there are certain State of Florida Awards which require a higher cumulative grade point average (CGPA) than those cumulative grade point average's mentioned above. Three Florida programs (Florida Student Assistance Grant, Florida Resident Access Grant, and Florida Teacher Scholarship Loan) require a cumulative grade point average of 2.0 for renewal. In addition to the cumulative grade point average requirement, a student must earn 24 hours in the previous academic year to have any of these awards renewed. The Chappie James Most Promising Teacher Scholarship requires a cumulative grade point average of 2.5 for renewal. The Florida Undergraduate Scholars Fund Scholarship requires a cumulative grade point average of 3.2 for renewal. Incomplete grades are considered F's at the end of the Spring semester.

Student Loan. Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan. A student earning 30 or more hours per academic

year and maintaining a least 2.00 grade point average should be able to meet the standards of all agencies.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following year. Financial aid may be reinstated during that year on one of the following conditions:

1. Provided the student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes for a considerable length of time. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
2. Provided during the year for which awards were canceled, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed. This notification can be done by the student obtaining an unofficial revised grade transcript from the Office of the Registrar and bringing it to the Financial Aid Office with a request that his/her aid be reinstated.

Types of Enrollment

Not all enrollments qualify for aid or maximum aid.

Standard Terms. A standard term is a term lasting a minimum of 15 weeks. The Campus and Ocala resident centers offer courses through three standard terms: fall, spring, and summer.

Full-time enrollment in a standard term is 12 hours and up. Three-quarter time is 9 to 11 hours. Halftime is 6 to 8 hours. Less than half time is 1 to 5 hours.

Non-Standard Terms. These are courses offered at various dates and locations for which starting and ending dates are less than 15 weeks.

They are clearly identified in the course schedule. Awards for these terms will be prorated according to the length of the term.

Independent Study/Directed Study.

Eligibility for aid when enrolled in these courses may be less than in regular courses.

Courses by Audit. These courses are not covered by any type of financial aid.

Academic Year. The academic year for the Campus and Ocala resident centers consists of three terms:

September to December

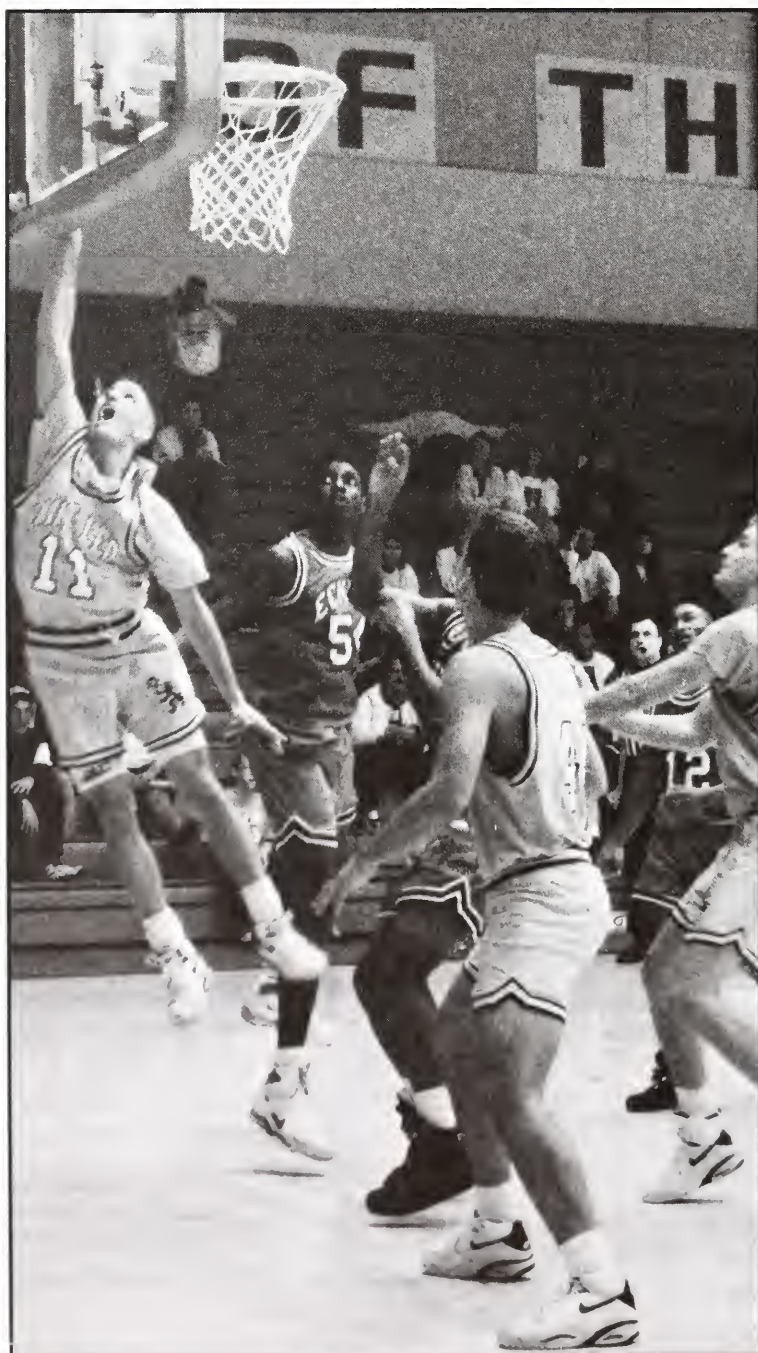
January to April

May to August

For financial aid purposes, funds are divided among the two terms of September through April, while the summer term is not funded under some financial aid programs.

Unused aid for which students are eligible may be applied toward summer classes in most cases (excluding State aid).

Summer Sessions. Students who do not meet the standards of progress by the end of the spring semester are encouraged to reinstate their eligibility for aid, other than Florida State aid, for the following academic year by enrolling in the summer session.



Procedures

Disbursement. Awards will be calculated after each drop/add period is over and notification of enrollment is received by the Financial Aid Office. The College credits students' accounts with the amount of the Pell grant at that time. Cash disbursements on credit balances will not be made until all charges (fees, books, etc.) have been posted (approximately six weeks after registration). Requests regarding cash disbursements should be made in writing to the Office of Finance and Accounting, P.O. Box 2097, Saint Leo, FL 33574, Attention: CDL-C Accounts.

Adjustments. The College reserves the right to adjust clerical or computational errors in the aid award.

Unavailability of Funds. Awards are made subject to available funds. The College reserves the right to cancel or modify awards if funds are ultimately determined to be unavailable to the College.

Allowable Time. The maximum allowable time to be eligible for most financial aid programs for a full-time undergraduate student is five (5) years, ten (10) semesters or twenty (20) resident center terms. Students attending less than full time will be eligible for aid for semesters registered, not to exceed the equivalent of ten (10) full-time semesters.

College Level Academic Skills Test (CLAST)

Students who receive financial aid from the State of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of state aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of state aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the semester for which State aid is desired. CLAST tests are given several times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Box 2158, Saint Leo

College, Saint Leo, Florida 33574. Applications are also available from the College Financial Aid Office. A test fee is assessed each time a student registers for the CLAST.

Addresses and Telephone Numbers for Campus and Ocala Resident Centers

Saint Leo College
Center for Distance Learning
Campus Resident Center
Post Office Box 2248
Saint Leo, Florida 33574-2248
Telephone: (904) 588-8236
Facsimile: (904) 588-8656

Saint Leo College
Center for Distance Learning
Ocala Resident Center
3001 Southwest College Road
Portable 4
Post Office Box 2858
Ocala, Florida 34478
Telephone: (904) 237-6922
Facsimile: (904) 237-4075

Resident Centers Located on Military Installations

Program Mission

Saint Leo College's mission historically has included an interest in extending education to individuals who may not have opportunities to pursue degree programs in residence on a campus. As an integral part of this tradition, the College has recognized and supported the role of higher education within the American military community since the establishment of the Saint Leo College Military Education Program in 1974. The mission of the program is to provide opportunities to earn associate and baccalaureate degrees to adults working within and near

selected military installations in the southeastern United States. Since adult students in a military setting must coordinate academic pursuits with job commitments and family responsibilities, the College emphasizes the provision of accessible academic and administrative support services for students pursuing degrees at resident centers. The program maintains an orientation toward classroom delivery of courses and personal service to students. Support services and program characteristics include:

1. Professionally staffed resident centers;
2. Emphasis on complete degree programs;
3. Individualized, goal-directed educational counseling;
4. Clear and concise degree program outlines;
5. Flexible and reliable scheduling;
6. Small classes; and
7. Acceptance of validated non-traditional and traditional transfer credit.



Professional Associations

Saint Leo College is affiliated with the National University Continuing Education Association (NUCEA) and the National Association of Institutions for Military Education Services (NAIMES).

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo College participates in the SOCAD-2 and the SOCAD-4 (Army) networks, as well as the SOCNAV-2 and SOCNAV-4 (Navy) networks. The College supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC agreements may be requested by active duty members and military dependents at resident centers or through the campus Center for Distance Learning office.

Policies Common to Resident Centers on Military Installations

Tuition and Fees

Tuition (per semester hour)	\$87
Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program Outline)	\$35
Program Outline Fee (for each additional outline)	\$20
Graduation Fee (A.A. or B.A.)	\$25
Transcripts (per copy)	\$ 5
CLAST Administration Fee	\$50
Comprehensive Exam Fee	\$25

Note: Students electing to participate in campus graduation ceremonies must pay the on-campus graduation fee in lieu of the graduation fee stated above.

Academic Terms and Student Course Loads

The military resident centers offer five terms per year, generally eight or nine weeks long. Because of the accelerated nature of the term, a student course load of six semester hours is classified as full-time attendance and three semester hours is halftime attendance. Students requesting overloads must initiate a written request at the resident center.

Registration, Drop/Add, Refund, and Withdrawal Policies

Each military resident center publishes a schedule specifying local course offerings and periods of registration. Students should register for selected courses at the resident center with the exception of locations offering multi-site registration. Consult the local resident center for details.

The drop/add period for changing course registrations is generally the first week of the term. Total refunds of tuition and fees are granted for courses dropped before or during the first week of classes. After the drop/add period, students are financially and academically committed to courses for which they registered. No refunds of tuition or fees are granted after the drop/add period.

Students who find it necessary to withdraw from any courses must contact the resident center office to obtain honorable academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses fall at the end of the sixth week of the military resident center's term. Course withdrawal does not cancel any student indebtedness to the College.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the College.

Financial Aid Procedures and Regulations

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Financial need is determined by the College Scholarship Service on the basis of the financial aid information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school

guidance offices and college financial aid offices, as well as from the resident center directors or the Saint Leo College Office of Financial Aid.

Since conditions vary from year to year, a new application must be submitted for each academic year.

Academic Year

For financial aid purposes, the academic year for the military resident centers consists of four terms:

August to October
October to December
January to March
March to May

Majors

Programs offered at the military resident centers are as follows:

Programs	A	A	R	C	P	S	H	B	C
Locations	A	A	E	R	S	O	R	U	O
	A	B	L	I	Y	C	A	S	M
Florida									
Hurlburt Field/ Eglin AFB	X				X		X		
MacDill AFB	X			X	X	X	X	X	X
Key West NAS	X			X				X	X
Georgia									
Fort McPherson	X		X	X		X	X	X	X
Hunter Army Air Field	X			X		X	X	X	
Fort Stewart	X	X		X			X	X	
South Carolina									
Shaw AFB	X			X			X	X	X
Virginia									
Tidewater Center									
Fort Eustis	X			X	X	X	X	X	X
Langley AFB	X			X	X	X	X	X	X
Naval Amphibious Base	X		X	X	X	X	X	X	X
Fort Lee	X						X	X	X

Classes are also scheduled at classroom locations near several of these military installations.

Programs:

Associate of Arts Degree

AA: Associate of Arts in Liberal Arts (no major)

AAB: Associate of Arts in Business
Administration

Bachelor of Arts Degree with the following
majors:

REL: Religious Studies

CRI: Criminology

PSY: Psychology

SOC: Sociology

HRA: Human Resources Administration

BUS: Business Administration.

Availability of specializations within
this major varies by resident center.

See Business Administration section
for descriptions of specializations.

COM: These resident centers are equipped
with computer laboratories to offer the
minor in Computer Information Systems.

The fifth term (May to July) is considered a summer term and is not funded under some financial aid programs.

Application Process for Financial Aid

The application process takes several weeks and may be lengthened for various reasons so students should apply for aid as early as possible prior to enrollment, preferably in February of each year for the following August term.

To apply for aid, students should file their state's FAF with the College Scholarship Service. Additional information may be obtained from the Office of Financial Aid and Veterans Affairs at P.O. Box 2228 Saint Leo, FL 33574-2228 and by telephone at (904)588-8387.

Federal and State Financial Aid Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

State Grants. Many states have grants which can be used at colleges out of state. Criteria of eligibility, application procedures, and deadlines vary, so it is suggested that students contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Stafford Loan or a Supplemental Loan for Students.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations. Further information may be obtained from the College VA certifying officials at resident centers.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior

to applying for a loan a student must file the Financial Aid Form to show need and establish his/her eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan.

Supplemental Loans for Students (SLS) may be obtained by self-supporting students who do not demonstrate a sufficient need for the Stafford Loan.

Florida Resident Access Grant. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need. The aid is dispersed biannually to students who maintain enrollment and grade point standards. As described below, students must comply with Florida requirements related to the College Level Academic Skills Test (CLAST). Students should apply through the Florida resident centers.

Nathan Altschuler Memorial Scholarship Fund. Income from this fund will be used to assist deserving active duty military students currently enrolled in the Center for Distance Learning program who demonstrate unmet financial need. Students should apply through the resident center directors.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations. First time students at the College receiving Title IV aid who withdraw before the 60% point of the enrollment period (for which the student has been charged) will receive a pro rata refund as defined by federal regulations.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College Policies, State aid agencies'

regulations, Guarantee Agencies, VA regulations or Federal regulations, depending on source of funds.

Federal and College Need-Based Aid. If a student enrolled for the first time in College falls below a 2.0, he/she will be placed on financial aid probation for the following academic year. The student will be allowed Title IV financial assistance during the probationary period. A student will be removed from probationary status if he/she brings his/her cumulative grade point average to a 2.0 or better.

If the student has completed a second academic year of attendance (at any college), he/she must have a 2.0 cumulative grade point average at the end of the Spring semester to retain Title IV funding for the following academic year. There will not be a probationary period.

A student is expected to complete a minimum of semester hours at the end of each academic year. The following schedule indicates the number of semester hours which must be successfully completed.

Academic Years Completed:				
1	2	3	4	5
Minimum Hours Required:				
24	48	72	96	124

Aid for Less Than Full-time Students. Less than full-time students are eligible to apply for financial aid. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any year. In addition, they must maintain a minimum cumulative grade point average as listed above.

Florida Aid. Please consult criteria as listed on the application. Generally, there are certain State of Florida Awards which require a higher cumulative grade point average (CGPA) than those cumulative grade point average's mentioned above. Three Florida programs (Florida Student Assistance Grant, Florida Resident Access Grant, and Florida Teacher Scholarship Loan) require a cumulative grade point average of 2.00 for renewal. In addition to the cumulative grade point average requirement, a student must earn 24 hours in the previous academic year to have any of these awards renewed. The Chappie James Most Promising Teacher Scholarship requires a cumulative grade point average of 2.50 for renewal. The Florida Undergraduate Scholars

fund Scholarship requires a cumulative grade point average of 3.20 for renewal. Incomplete grades are considered F's at the end of the Spring semester.

State Aid Other Than Florida's. States require that recipients earn at least 24 hours each academic year and maintain a minimum cumulative grade point average of 2.00.

Student Loan. Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan. A student earning 30 or more hours per academic year and maintaining a least 2.00 grade point average should be able to meet the standards of all agencies.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following year. Financial aid may be reinstated during that year on one of the following conditions:

1. Provided the student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes for a considerable length of time. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
2. Provided during the year for which awards were canceled, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed. This can be done by the student's obtaining an unofficial revised grade transcript from the Office of the Registrar and bringing it to the Financial Aid Office with a request that his/her aid be reinstated.

Types of Enrollment

Not all enrollments qualify for aid or maximum aid.

Regular Terms. A regular term is a term requiring approximately 9 weeks of attendance in the classroom.

Full-Time enrollment in a standard term is 6 hours. Halftime is 3 hours. Less than half time is 1 to 2 hours.

Nonstandard Terms. These are courses offered at various dates for which starting and ending dates are less than 9 weeks apart. Awards for these terms will be prorated according to the length of the term.

Independent Study/Directed Study. Eligibility for aid when enrolled in these courses may be less than in regular courses.

Courses by Audit. These courses are not covered by any type of financial aid.

Academic Year. The academic year for the military resident centers consists of five terms:

August to October
October to December
January to March
March to May
June to August

For financial aid purposes, funds are divided among the four terms of August through May, while the summer term is not funded under some financial aid programs.

Unused aid for which students are eligible may be applied toward summer classes in most cases (excluding State aid).

Summer Sessions. Students who do not meet the standards of progress by the end of the March to May term are encouraged to reinstate their eligibility for aid, other than Florida State aid, for the following academic year by enrolling in the summer session.

Procedures

Disbursement. Awards will be calculated after each drop/add period is over and notification of enrollment is received by the Financial Aid Office. The College credits students' accounts with the amount of the Pell grant at that time. Cash disbursements on credit balances will not be made until all charges (fees, books, etc.) have been posted (approximately six weeks after registration). Requests regarding cash disbursements should be made in writing

to the Office of Finance and Accounting, P.O. Box 2097, Saint Leo, Florida 33574, Attention: CDL-M Accounts.

Adjustments. The College reserves the right to adjust clerical or computational errors in the aid award.

Unavailability of Funds. Awards are made subject to available funds. The College reserves the right to cancel or modify awards if funds are ultimately determined to be unavailable to the College.

Allowable Time. The maximum allowable time to be eligible for most financial aid programs for a full-time undergraduate student is five (5) years, ten (10) semesters or twenty (20) resident center terms. Students attending less than full time will be eligible for aid for terms registered, not to exceed the equivalent of twenty (20) full-time resident center terms.

College Level Academic Skills Test (CLAST)

Students who receive financial aid from the State of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of state aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of state aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the semester for which State aid is desired. CLAST tests are given several times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Box 2158, Saint Leo College, Saint Leo, Florida 33574. Applications are also available from the College Financial Aid Office. A test fee is assessed each time a student registers for the CLAST.

Addresses and Telephone Numbers for Resident Centers located at Military Installations

Florida

Saint Leo College Center, Bldg. 251
P.O. Box 1835
Eglin AFB, FL 32542
Eglin: (904) 678-5471
Hurlburt: (904) 581-3755

Saint Leo College Center
P.O. Box 6063
MacDill AFB, FL 33608
Phone: (813) 828-4305

Saint Leo College Center
P.O. Box 9033
Naval Air Station
Key West, FL 33040
Phone: (305) 293-2847

Georgia

Saint Leo College Center
Building 179
Ft. McPherson, GA 30330
Phone: (404) 755-5898/2420

Saint Leo College Center
Army Education Center
P.O. Box 3430
Ft. Stewart, GA 31314
Phone: (912) 876-2105/767-8545

Saint Leo College Center
P.O. Box 42119
Savannah, GA 31409
Phone: (912) 352-3417

South Carolina

Saint Leo College Center
363rd MSSQ/MSE
Shaw AFB, SC 29152
Phone: (803) 666-3221

Virginia

Saint Leo College Center
P.O. Box 5220
Ft. Lee, VA 23801
Phone: (804) 861-9634/734-2255

Saint Leo College Center
P.O. Box 4326
Ft. Eustis, VA 23604
Phone: (804) 887-1166/0655

Saint Leo College Center
Base Education Center, Bldg. 1027
P.O. Box 65629
Langley AFB, VA 23665
Phone: (804) 766-1814/1812

Naval Amphibious Base Resident Center
Main Office:

Saint Leo College
1328 8th Street, Bldg. 3005
Naval Amphibious Base, Little Creek
Norfolk, VA 23521
Phone: (804) 464-6449/0242/5316

Other Locations:

Naval Air Station (NAS)
Saint Leo College
c/o Navy Campus Education Center
9269 First Avenue, Bldg. U-40
Norfolk, VA 23511-2398
Phone: (804) 489-0969

Oceana
Saint Leo College
Building 531, Room 105
Naval Air Station, Oceana
Virginia Beach, VA 23460-5120
Phone: (804) 428-8395

Policies Common to all Resident Centers

Admission and Matriculation Requirements

General admission criteria as stated for campus students apply to the Center for Distance Learning with the exception that the College does not require CEEB, SAT, or ACT scores for Center for Distance Learning applicants. Enrollment at specific resident centers may be limited by military, Veterans Administration, or state approving agency regulations. Subject to local restrictions, individuals who may enroll in the College through the military resident centers include: active and retired military personnel; veterans separated from service; military dependents; civilian employees of the military installation; and other civilians residing in the locale.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin, or handicap. The College prohibits discrimination on the basis of disability in admission or access to its educational

programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the resident center director and the College's Compliance Officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities who require accommodations should contact their resident center director. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

The College will not admit applicants to the military resident centers who are foreign nationals seeking student visas.

Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo College resident center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the following materials are submitted:

1. Completed application form;
2. Application Fee (non-refundable);
3. Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended college;
4. Official transcripts from all previously attended colleges/universities;
5. Documentation to support the granting of college credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations, or advance placement examinations.
6. Documentation for evaluation of non-traditional transfer credit (include military training on an AARTS transcript or a validated DD Form 295);
7. Other relevant documentation as needed (veterans/retirees should include a DD Form 214 and DD 2586).
8. For Elementary Education majors: Achievement of minimum cumulative SAT score of 840 or a minimum composite ACT score of 20. Successful completion of the CLAST.
9. Licensure documentation to support the granting of college credit for some occupational courses. College credit is

available to registered nurses upon presentation of a nursing license and nursing school transcript; members of the armed services upon presentation of proof of service; and to police officers who have completed course work in the FBI National Academy, police institute and certified polygraph schools. Verification of course work is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.

Saint Leo College students matriculated through the campus program rather than the Center for Distance Learning must contact their academic advisor prior to enrolling in courses at a Center for Distance Learning resident center.

Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee as described above. Saint Leo College maintains the same transfer credit policies for the campus program and the Center for Distance Learning. The College will not provide a transcript of transfer credit until successful completion of at least one course at Saint Leo College. A student must be currently enrolled or have met residency in order to continue to have transfer credit from other regionally accredited institutions accepted by Saint Leo College. No quality points are available for transfer credit.

Traditional Transfer Credit. Saint Leo College recognizes transfer credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

Non-Traditional Transfer Credit. Saint Leo College recognizes non-traditional transfer credit earned or validated through the methods listed below. Saint Leo College does not normally grant experiential credit, nor does it sponsor an experiential learning assessment system.

Military Career Experience. Credit (up to a maximum of nine semester hours) may be granted for military service based upon individual evaluations of official military records by the Registrar of the College. The following guidelines normally apply:

Semester Hours	Type / Duration of Military Service
2	Enlisted Service, 1 - 6 months
4	Enlisted Service, 6 months to 2 years
6	Enlisted Service, greater than 2 years
8	Commissioned Officer Service under 0-6
9	Commissioned Officer Service over 0-6

Military Service Courses and Training. Associate-level credits may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The maximum limit upon this category of transfer credit is 24 semester hours.

Formal Educational Programs and Courses Sponsored by Non-Collegiate Organizations. The College recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs.

Standardized Examinations. The College recognizes the following standardized examinations at the credit levels and, with specific exceptions, passing scores recommended by the respective testing services.

1. American College Testing Program Proficiency Examination Program - (ACT PEP)
2. College Level Examination Program (CLEP) - General examinations and specific subtests
3. Defense Activity for Non-Traditional Education Support - (DANTES) Subject Standardized Testing Program

The maximum limit on standardized examination transfer credit is 40 semester hours.

Academic Advising

Saint Leo College provides academic advising at resident centers through academic advisors, counselors, and resident center directors. Students interested in earning a Saint Leo College associate or baccalaureate degree are strongly encouraged to submit an application for degree-seeking status at the earliest opportunity. In response to a completed application, the College provides the student with a formal evaluation recognizing transfer of credit and specifying associate degree requirements. When a student declares an associate or baccalaureate degree major, the College prepares a program outline specifying the degree requirements.

All students are responsible for meeting all academic requirements for graduation. Students should seek regular advising from their Saint Leo College academic advisors. Omissions or errors in the advising process do not exempt students from the responsibility of meeting all degree requirements.

Non-Degree Seeking Status

Individuals who wish to take courses without pursuing a Saint Leo College degree may enroll at the resident center in non-degree-seeking status. Transient students taking Saint Leo College courses to fulfill degree requirements at other institutions may be required to produce written authorization to enroll if veterans benefits or other funding support is involved.

Directed Study

It is the College's policy that the preferred course delivery format is a regular classroom setting where a group of students and the faculty member engage in interactive dialogue. This classroom format fosters a high degree of meaningful learning. This is particularly true in some courses, such as senior seminar or capstone courses. Moreover, this format is usually more effective for a student who has previously attempted but failed to pass a course. In other situations, however, it may be necessary to deliver a course as a directed study. In these cases, the student would meet with the faculty member on an individual basis usually once a week to complete the course requirements.

A request from a student for directed study may be approved by the resident center directors in the Center for Distance Learning program only when there are human and physical resources available to accommodate the request and only in the following circumstances:

1. The student is in his or her last term of three or fewer courses and a required course is not being offered in that term at an accessible Saint Leo College location.
2. The student is enrolled in his or her last term of three or fewer courses and a scheduled required course is cancelled because of inadequate enrollments.
3. The student has a physical disability which prevents him or her from attending a required course held in an inaccessible classroom and the class cannot be moved to an accessible classroom.
4. In the judgment of the resident center director, a directed study format would most effectively meet the needs of the student and the resident center.

Directed study course sections are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

All requests for directed study course sections should be made in writing to the resident center director at least 15 days prior to the start of a term. Directed study sections may not be used to create course overloads.

Please contact your resident center director for the complete list of procedures and restrictions governing the use of directed studies.

Residence Requirements

The College considers all credits earned at Center for Distance Learning resident centers to be resident credits that are transferable to on-campus programs and are applicable to the following residence requirements:

1. A minimum of 15 semester hours of resident credit with Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of resident credit with Saint Leo College is required for the bachelor of arts degree.

Academic Regulations

Attendance

An educational program centered upon classroom instruction is predicated on regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. The College recognizes that adult students pursuing higher education in an off-campus environment often experience competing demands upon their time; however, the expected norm is for students to maintain commitments to courses by attending regularly.
2. Except for reasonable cause such as duty obligations, students are expected to be present at all regularly scheduled class meetings, particularly those immediately preceding and following holidays. Judgments regarding what constitutes reasonable cause are the prerogative of the course instructor.
3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.
4. Should a student be required to miss a class for reasons beyond control, it is the student's responsibility to notify the instructor promptly. Instructors are required to keep attendance records for compliance with various federal regulations and student absences may have a deleterious effect on the individual's grades or continuing eligibility for financial assistance.
5. Students whose attendance becomes unsatisfactory in the instructor's judgment may find their grades adversely affected. Academic penalties for unsatisfactory attendance may be applied by the course instructor.

Academic Sanctions Policy

In order to continue in good standing, a student must maintain a minimum grade point average of 2.00. The system of academic sanctions is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic Warning. Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning at the beginning of the next semester.

Academic Probation. Freshmen who earn below a 1.60 semester grade point average or who receive failing grades in more than two courses at the completion of the first academic year will be placed on academic probation at the beginning of their second year. Sophomores who earn below a 1.80 semester grade point average or who receive failing grades in more than two courses at the completion of the second academic year will be placed on academic probation at the beginning of their third year. All other students in their third or subsequent academic year with a cumulative grade point average below 2.00 will be placed on academic probation.

Academic Suspension. Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The cumulative grade point averages (CGPA) required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Cumulative GPA
Fewer than 24 Attempted Hours at Saint Leo	Freshman	1.50
	(0 - 30 Earned Hours)	
	Sophomore	1.70
	(30 - 60 Earned Hrs)	
24 to 37 Attempted Hours at Saint Leo	Junior to Senior	2.00
	(More than 60 Earned Hrs)	
	Freshman	1.75
	(0 - 30 Earned Hours)	
38 or more Attempted Hours at Saint Leo	Sophomore	1.80
	(30 - 60 Earned Hrs)	
	Junior to Senior	2.00
	(More than 60 Earned Hrs)	

The Center for Distance Learning will formally suspend academically deficient students in June. The Assistant Vice President for Academic Affairs, Center for Distance Learning will notify suspended students of their academic status.

Academic Dismissal. A second academic suspension normally constitutes academic dismissal.

Appeals. Students have the right to appeal academic suspensions. Appeals for reinstatement, which should be addressed in writing to the resident center director, will be resolved by the Assistant Vice President for Academic Affairs, Center for Distance Learning.

Reinstatement. Students suspended from Saint Leo College for poor scholarship may apply for readmission to the resident center director after four military resident center terms or two Campus or Ocala resident center terms. A student who is reinstated remains on academic probation.

The petition for reinstatement should include evidence that the student's circumstances have been altered favorably toward successful pursuit of the degree program. Evidence may include a letter of recommendation from a military education services specialist, academic counselor, or faculty member.

Veterans Benefits and Academic Progress.

Veterans and other eligible persons will be allowed two semesters of Campus or Ocala resident centers enrollment, or four terms of military resident centers enrollment to raise their grade point average to 2.00 or higher. (Two terms in the military resident centers equal one Campus or Ocala resident centers semester). Failure to attain the minimum grade point average by the end of the second Campus or Ocala resident centers semester or the fourth military resident centers term of probationary status will result in the termination of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Disciplinary Standards and Codes

The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, social functions, religious activities and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College. Resident center directors are authorized to act as agents of the College in disciplinary matters.

The Associate of Arts Degree Program and the Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. The expected outcome of the basic studies program is that students will develop a broad array of collegiate-level skills, knowledge, and abilities leading to self-knowledge and an enhanced understanding of their relationships and their world.

Candidates for the Associate of Arts degree in Liberal Arts must fulfill Basic Studies I requirements (30 semester hours), 30 semester hours of general electives, as well as all other academic and administrative criteria specified in the Degree Requirements section. Candidates for the Associate of Arts degree in Business Administration must fulfill Basic Studies I requirements (30 semester hours), and must fulfill all other academic and administrative criteria specified in the Degree Requirements section. Candidates for the Bachelor of Arts degree must fulfill Basic Studies I and Basic Studies II, and must fulfill all other academic and administrative criteria specified in the Degree Requirements section.

Basic Studies I

The following are Basic Studies I requirements for students matriculated through the Center for Distance Learning. Students are required to complete a total of 30 semester hours chosen from the list of subject areas specified below. The number of required semester hours per subject area are also provided. In selecting specific courses, students must fulfill prerequisite requirements.

English

(Both courses are required)

ENG 121 Composition

ENG 122 Composition and Literature

(One 3 semester hour course from the following)

*Literature (ENG)

Speech (SPH)

Foreign Language

Fine Arts

(one 3 semester hour course from the following)

Art (ART)

Fine Arts (FAS)

Music (MUS)

Dance (DAN)

Theatre (THE)

Humanities (HUM)

Philosophy

(one 3 semester hour course from the following)

Philosophy (PHI)

Religion

(one 3 semester hour course from the following)

Religion (REL)

Science

(one 3 semester hour course from the following)

Biology (BIO)

Chemistry (CHE)

Oceanography (OCE)

Physics (PHY)

Mathematics

(one 3 semester hour course from the following)

Mathematics (MAT 121 or higher)

History

(one 3 semester hour course from the following)

**History (HTY)

Political Science (POL)

Social Science

(one 3 semester hour course from the following)

Psychology (PSY)

Sociology (SOC)

Social Work (SWK)

Total Basic Studies I requirements: 30 semester hours.

Basic Studies II

The following are Basic Studies II requirements for students matriculated through the Center for Distance Learning. Students are required to complete a total of 15 semester hours chosen from the list of subject areas specified below. The number of required semester hours per subject area are also provided. These requirements are in addition to Basic Studies I. In selecting specific courses, students must fulfill prerequisite requirements.

Humanities

(one 3 semester hour course from the following)

Art (ART)

Dance (DAN)

*English (ENG)

Music (MUS)

Fine Arts (FAS)

Humanities (HUM)

Theater (THE)

Speech (SPH)

Foreign Language

Religion or Philosophy

(one 3 semester hour course from the following)

Philosophy (PHI)

Religion (REL)

Religion

(one 3 semester hour course from the following)

Religion (REL)

Science or Mathematics

(one 3 semester hour course from the following)

Mathematics (MAT 121 or higher)

Biology (BIO)

Chemistry (CHE)

Physics (PHY)

Oceanography (OCE)

COM 201 Principles of Data Processing

COM 205 Programming in Basic

Social Science

(one 3 semester hour course from the following)

**History (HTY)

Political Science (POL)

Psychology (PSY)

Sociology (SOC)

Social Work (SWK)

* One Basic Studies course must be Literature for the bachelor's degree.

** One Basic Study must be History for the bachelor's degree.

Majors and Minors

Students usually select their majors prior to the completion of 60 semester hours applicable to Saint Leo College degree programs. Students seeking a bachelor's degree are urged to make a careful selection of major as early as possible in the process of pursuing a degree. Some forms of student funding, such as veterans benefits, require an early commitment to a particular program of studies.

Programs of study leading to a minor are offered in some areas. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than two courses they have taken in their major to apply toward the requirements for their minor. A minor is not required for graduation.

Students may earn up to two majors or a major and a minor. With permission of the academic dean, the second major or the minor may be earned after the conferral of a Saint Leo College bachelor's degree.

Programs of study and specific course requirements for the various majors offered by Saint Leo College are described in the Programs of Study section of this catalog.

Course requirements are fulfilled within four program components: (1) Basic Studies I; (2) Basic Studies II; (3) major requirements and major electives; (4) general electives (which may include upper division elective requirements in some majors). Some Basic Studies courses satisfy requirements for certain majors.

Degree Requirements

Students come under the academic requirements of the Catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years from the date of first attendance.

To earn the **associate degree** in Liberal Arts, a Saint Leo College Center for Distance Learning student must meet the following requirements:

1. Complete a minimum of 60 semester hours.
2. Complete Basic Studies I
3. Attain a minimum cumulative grade point average of 2.00.
4. Complete such comprehensive examinations as may be required by the College.
5. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
6. Fulfill the residence requirement (minimum 15 semester hours).
7. Satisfy all financial obligations.
8. Apply for graduation at the resident center.

To earn the **associate degree** in Business Administration, a Saint Leo College Center for Distance Learning student must meet the following requirements:

1. Complete a minimum of 60 semester hours.
2. Complete Basic Studies I.
3. Complete all the requirements of the Business Administration major for the associate degree.
4. Attain a minimum cumulative grade point average of 2.00.
5. Attain a minimum cumulative grade point average of 2.00 in the major courses.
6. Complete such comprehensive examinations as may be required by the College.
7. Demonstrate competence in reading, writing, oral communications skills and fundamental mathematical skills.
8. Fulfill the residence requirement (minimum 15 semester hours).
9. Satisfy all financial obligations.
10. Apply for graduation at the resident center.

To earn the **bachelor's degree**, a Saint Leo College Center for Distance Learning student must meet the following requirements:

1. Complete a minimum of 120 semester hours.
2. Complete Basic Studies I and II
3. Complete a minimum of 39 semester hours of course work at the 300-400 level.
4. Attain a minimum cumulative grade point average of 2.00.
5. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
6. Complete all the requirements of the student's academic division and major.
7. Attain a minimum grade point average of 2.00 in the major.
8. Complete such comprehensive examinations as may be required by the College.
9. Fulfill the residence requirement (minimum 30 semester hours).
10. Satisfy all financial obligations.
11. Apply for graduation at the resident center.

Outcomes Assessment Requirement

Students may be required to take tests or complete surveys designed to measure basic studies achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness. A test fee is assessed for certain comprehensive exams.

Graduation

Application for Graduation

Students must make formal application for graduation at the resident center. Students should apply for A.A. graduation one term in advance and B.A. graduation two terms in advance.

Students should note the difference between degree completion date and degree conferral date. The degree completion date is the end date of the term in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas. Associate of Arts diplomas are released on the first of each month. Bachelor of Arts diplomas are released on five dates each year: January 1, April 28 (varies with campus commencement), June 1, September 1, and November 1. While Bachelor of Arts diplomas are held pending the next conferral date, the College will document degree completion through a letter signed by the Registrar and validated by the raised seal of the College. Students are encouraged to allow 30 days processing time when requesting transcripts to document degree completion.

Graduation with Honors

Students who have earned at least 30 semester hours at Saint Leo College and have the specified cumulative grade point averages will receive the following B.A. degree honors:

Honors Level	Qualifying GPA
Summa Cum Laude	3.90 and above
Magna Cum Laude	3.75 to 3.89
Cum Laude	3.50 to 3.74

Honors are not awarded with the associate of arts degree.

Honors calculation for the graduation ceremony and graduation program for spring semester candidates will be based on the cumulative grade point average earned at the end of the previous semester.

Commencement Exercises

Saint Leo College resident centers generally hold formal graduation ceremonies at the military installation once a year. Some resident centers in close proximity hold combined ceremonies. Students may gain information and register to participate in local graduations at the resident center. Bachelor degree candidates from all Center for Distance Learning resident centers who qualify for graduation may elect to participate in the campus ceremony held each May. Students who wish to participate on campus must give advance written notice to the campus Center for Distance Learning administrative office by March 15th.



Full-Time Faculty by Division

The following are full-time faculty at Saint Leo College listed by academic division:

Division of Professional Studies

Frank Arnold — Acting Dean, Division of Professional Studies;
Associate Professor of Public Administration
Ronald P. Allison — Assistant Professor of Business Administration
Laurel G. Cobb — C.P.A., Chair, Dept. of Accounting; Associate Professor of Accounting
Thomas J. Crosby — Associate Professor of Physical Education
David G. Cuppett — C.P.A., Assistant Professor of Business Administration
(MacDill Air Force Base, FL)
Terry A. Danner — Associate Professor of Criminology
William T. Foley — C.P.A., Associate Professor of Accounting
Douglas E. Freed — Assistant Professor of Business Administration (Fort Lee, VA)
Lucille Fuchs — Professor of Education
William J. Gooden — Assistant Professor of Human Resources Administration
(Tidewater Center, VA)
Henry E. Johnson, III — Visiting Professor of Education; Chair, Department of Education
O. Frank Kattwinkel — Associate Professor of Business Administration (Tidewater Center, VA)
Calista Koval — Associate Professor of Education
Frances E. Martin — Professor of Social Work
Alan R. Merson — Director of Social Work Program; Associate Professor of Social Work
Michael O. Moorman — Chair, Dept. of Computer Information Systems;
Assistant Professor of Computer Science; Academic Associate for Academic Computing
Thomas G. Phillips — Assistant Professor of Physical Education
Robert M. Rubin — Assistant Professor of Business Administration
E. Marilyn Schaeffer — Professor of Education
Carolyn Schoultz — Assistant Professor of Education
Paula J. Smith — Associate Professor of Physical Education
Susan D. Steiner — Associate Professor of Business Administration;
Director of Graduate Business Studies
John H. Swart — Assistant Professor of Physical Education
Annette H. Tollett — C.P.A., Assistant Professor of Accounting (Tidewater Center, VA)
Marvin T. Travis — Professor of Management
T. Lynn Wilson — Assistant Professor of Marketing

Division of Liberal Arts and Sciences

Robert Imperato — Dean, Division of Liberal Arts and Sciences;
Chair, Dept. of Philosophy and Religion; Professor of Religion
Thomas Abrams — Instructor of English
Setty R. Adisesh — Professor of Chemistry
Leland Tyson Anderson — Professor of Religion and Philosophy
Jacalyn E. Bryan — Chair, Dept. of Fine Arts; Associate Professor of Dance
Richard G. Bryan — Chair, Dept. of Social Science; Associate Professor of Psychology
Dirk R. Budd — Professor of English
Charissa C. Camp — Assistant Professor of Psychology
Sr. Marguerite Chandler — Instructor of Mathematics
Daniel J. Delisi — Associate Professor of Music

George M. Dooris — Chair, Dept. of Mathematics and Sciences; Professor of Biology
Patricia Dooris — Assistant Professor of Biology
Maribeth Durst — Professor of Anthropology
Mark K. Edmonds — Professor of English
Charles L. Fisk Jr. — Associate Professor of Economics;
Academic Associate for Intercollegiate Athletics
C. David Frankel — Associate Professor of Theatre
Joseph D. Geiger — Director of Art; Professor of Art
Nancy C. Gunter — Professor of Psychology
Dennis K. Henry — Director of Theatre; Professor of Theatre
Lois M. Henry — Associate Professor of Dance
John E. Higgins — Director of Music; Associate Professor of Music
James J. Horgan — Professor of History
Marilyn M. Mallue — Associate Professor of Psychology (Tidewater Center, VA)
John J. McTague, Jr. — Professor of History
Mark Newton — Director of the Honors Program; Assistant Professor of English
George I. Paulson — Associate Professor of Religion (Tidewater Center, VA)
Walter P. Poznar — Professor of Humanities
Hudson Reynolds — Associate Professor of Political Science
Marco Rimanelli — Assistant Professor of Political Science
Maura Snyder — Associate Professor of English
Maria Soto — Assistant Professor of Mathematics and Physics
Mary Spoto — Assistant Professor of English; CLAST Administrator
Donna Teevan — Assistant Professor of Religion
Robin F. Van Tine — Assistant Professor of Biology (Tidewater Center, VA)
Astrid Vicas — Assistant Professor of Philosophy
Ernie Williams — Professor of Philosophy
Kurt Van Wilt — Assistant Professor of English
James E. Woodard, Jr. — Chair, Department of English, Professor of English
Jeanne Wright — Associate Professor of Mathematics

Programs of Study

Accounting

The major in accounting is designed to prepare a college graduate for entry level accounting positions in profit, not-for-profit, and governmental environments.

Program Components	Semester Hours
Basic Studies I	30
Basic Studies II	15
Major Requirements	57
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)
ACC 301 Intermediate Accounting I	(3)
ACC 302 Intermediate Accounting II	(3)
ACC 331 Cost Accounting I	(3)
ACC 403 Accounting Information Systems	(3)
ACC 411 Auditing I	(3)
ACC 421 Federal Taxes I	(3)
COM 130 Microcomputer Applications	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
FIN 325 Principles of Finance	(3)
GBA 325 Business Statistics	(3)
GBA 331 Business Law	(3)
GBA 334 Quantitative Methods	(3)
GBA 498 Business Policy	(3)
GBA 499 Comprehensive Business Exam	(0)
MGT 301 Principles of Management	(3)
MGT 321 Communications for Management	(3)
MKT 301 Principles of Marketing	(3)
Electives	18
Physical education requirement.....	4
Total Credits 124	

Additional recommended electives include: ACC 332 Cost Accounting II; ACC 401 Advanced Accounting; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; GBA 332 Business Law II.

This course of study also establishes a foundation of courses for students who wish to continue their education so as to become a Certified PublicAccountant (C.P.A.) or Certified Management Accountant (C.M.A.).

A C.P.A. is certified by the state in which the accountant wishes to practice. The certificate is obtained by (1) passing the national C.P.A. examination and by (2) meeting all other requirements set by that state. The additional requirements often include additional academic training, usually 30 semester course hours in excess of the course hours needed for the Bachelor of Arts degree. This requirement, called the 150 hour rule, is in effect in Florida and several other states. Those wishing to be eligible to take the C.P.A. examination in Florida must:

1. Complete requirements for the Bachelor of Arts degree in Accounting.
2. Take at least 30 hours in excess of those required for the bachelor of arts degree.
3. Take the following courses as electives within the bachelor of arts degree or as part of the 30 hours taken in excess of those required for the bachelor of arts degree:

ACC 401	Advanced Accounting	(3)
or ACC 332	Cost Accounting II	(3)
ACC 412	Auditing II	(3)
ACC 422	Federal Taxes II	(3)
or ACC 423	Estate, Trusts and Gifts Taxation	(3)
GBA 332	Business Law II	(3)

Accounting Minor

Students may minor in accounting with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
ACC 301	Intermediate Accounting I	(3)
ACC 302	Intermediate Accounting II	(3)
Plus any other upper division accounting course		(3)

Total Credits 15

Art

The major in art is designed as preparation for graduate study, for employment in creative arts, and for teaching in elementary or secondary schools.

The policies and regulations concerning a major in art are outlined in detail in the Art Student's Handbook. Before graduation, art majors must present an exhibit demonstrating their ability to create in various media.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
(Include ART 122.)	
Foundation Courses	12
ART 121 Visual Fundamentals I*	(3)
ART 122 Visual Fundamentals II*	(3)
ART 221 Drawing**	(3)
ART 223 Beginning Painting**	(3)
Major Requirements	22-30
ART 321 Studio I	(2-6)
ART 322 History of Art I	(3)
ART 323 History of Art II	(3)
ART 421 Studio II	(2-6)
Three other upper-division (300-400) art courses	(9)
Other required courses	
HUM 499 Senior Seminar	(3)
Physical Education Requirements	4
Electives	33-47
<i>Total Credits 124</i>	

* May be applied to Basic Studies I
** May be applied to Basic Studies II

Art/Elementary to Secondary Education

The College offers a specialization in Art/Elementary to Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Graduates from this program will, upon application to the state, be eligible to teach in Florida and in other 21 other states that recognize certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program

requirements. See the Teacher Preparation Program for a list of important requirements for Art/Elementary to Secondary Education.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
(Include ART 122.)	
Foundation Courses	6
ART 121 Visual Fundamentals I*	(3)
ART 122 Visual Fundamentals II*	(3)
ART 221 Drawing**	(3)
ART 223 Beginning Painting**	(3)
Major Requirements	22-30
ART 321 Studio I	(2-6)
ART 322 History of Art I	(3)
ART 323 History of Art II	(3)
ART 421 Studio II	(2-6)
HUM 499 Senior Seminar	(3)
Three other upper-division (300-400) art courses	(9)
Professional Education Courses	40
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development***	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
ART 326 Art in the Elementary	(3)
ART 327 Art in the Secondary	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues In Curriculum and Philosophy	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
Physical Education Requirements	4
<i>Total Credits 124</i>	

* May be applied to Basic Studies I
** May be applied to Basic Studies II
*** May be applied to Basic Studies II
Social Science

Biology

(Bachelor of Science)

A major in biology is designed as preparation for graduate study, for professional schools of medicine, dentistry, veterinary science, other health-related professions, and for employment as a biologist in government or industry.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper-division (300-400 level) courses in biology	(8)
Physical Education Requirements	4
Electives	17
(CHE 321 is strongly recommended.)	
<i>Total Credits</i>	<i>124</i>

Biology Minor

BIO 125 Principles of Biology	(4)
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
Elective: One other 300-400 level biology course	(4)
<i>Total Credits</i>	<i>20</i>

Biology/Secondary Education Specialization

A specialization in Biology/Secondary Education is a teacher preparation program. Graduates from this program will, upon

application to the state, be eligible to teach in Florida. Students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs information for important requirements for Biology/Secondary Education.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
(See other sections of the Catalog for descriptions of these courses).	
Major Requirements	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper-division (300-400 level) courses in biology	(8)
Education Requirements	37
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development*	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary Biology	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
Physical Education Requirements	4
<i>Total Credits</i>	<i>141-144</i>

* May be applied to Basic Studies II
Social Science

Business Administration

(Associate of Arts Degree in Business Administration)

Program Components	Semester Hours
Basic Studies I.....	30
Major Requirements:	24
ACC 201 Principles of Accounting I	(3)
COM 130 Microcomputer Applications	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
GBA 331 Business Law I	(3)
MKT 301 Principles of Marketing	(3)
MGT 301 Principles of Management	(3)
ACC 202 Principles of Accounting II OR	
MGT 321 Communications for	
Management	(3)
Physical Education Requirements	2
Electives	6
Total Credits 62	

Business Administration

(Bachelor of Arts Degree in Business Administration)

The business administration major is designed for students entering the business workplace in almost any type of organization. Students may select one or more specializations to gain additional emphasis in areas of particular interest.

The Division of Professional Studies stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished with the liberal arts ideal.

The bachelor's degree in Business Administration is designed to prepare students for graduate study and for careers in business or government. The major offers students the

opportunity to specialize in eight specializations, Accounting, Computer Information Systems, Health Services Management, Management, Marketing, Restaurant and Hotel Management, Specific Career Objectives, and Technology Management. Students may not double specialize in Technology Management and Management.

The Division of Professional Studies serves as a resource for computer applications in other academic divisions of Saint Leo College.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

Program Components	Semester Hours
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	39
Courses common to all specializations	
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)
COM 130 Microcomputer Applications	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
FIN 325 Principles of Finance	(3)
GBA 325 Business Statistics	(3)
GBA 331 Business Law	(3)
GBA 334 Quantitative Methods	(3)
GBA 498 Business Policy	(3)
GBA 499 Comprehensive Business Exam	(0)
MGT 301 Principles of Management	(3)
MGT 321 Communications for	
Management	(3)
MKT 301 Principles of Marketing	(3)
Plus additional courses as specified under the elective specializations below.	
Specialization courses	15-30
Electives as needed	6-21
Physical Education requirement	4
Total Credits 124	

Specialization course outlines are presented below. These selections permit the students to prepare for particular career objectives. They are structured to provide approved total study plans.

Accounting Specialization

The accounting specialization is designed to prepare a college graduate for entry level accounting positions in profit, not-for-profit, and governmental environments.

ACC 301	Intermediate Accounting I	(3)
ACC 302	Intermediate Accounting II	(3)
ACC 331	Cost Accounting I	(3)
ACC 403	Accounting Information Systems	(3)
ACC 411	Auditing I	(3)
ACC 421	Federal Taxes I	(3)

Total Credits 18

Additional recommended electives include:

ACC 332 Cost Accounting II; ACC 401 Advanced Accounting; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; GBA 332 Business Law II.

This course of study also establishes a foundation of courses for students who wish to continue their education so as to become a Certified Public Accountant (C.P.A.) or Certified Management Accountant (C.M.A.).

A C.P.A. is certified by the state in which the accountant wishes to practice. The certificate is obtained by (1) passing the national C.P.A. examination and by (2) meeting all other requirements set by that state. The additional requirements often include additional academic training, usually 30 semester course hours in excess of the course hours needed for the Bachelor of Arts degree. This requirement, called the 150 hour rule, is in effect in Florida and several other states. Those wishing to be eligible to take the C.P.A. examination in Florida must:

1. Complete requirements for the Bachelor of Arts degree in Business Administration with a specialization in Accounting.
2. Take at least 30 hours in excess of those required for the bachelor of arts degree.
3. Take the following courses as electives within the bachelor of arts degree or as part of the 30 hours taken in excess of those required for the bachelor of arts degree:

ACC 401	Advanced Accounting	(3)
or ACC 332	Cost Accounting II	(3)
ACC 412	Auditing II	(3)
ACC 422	Federal Taxes II	(3)
or ACC 423	Estate, Trusts and Gifts Taxation	(3)
GBA 332	Business Law II	(3)

Computer Information Systems Specialization

The Computer Information Systems specialization is designed to provide the student with a knowledge of business computer applications necessary to more effectively utilize computers in the business world. The specialization supports the mission of the Business Administration major through providing students knowledge of the computer tools used in other specializations.

Computer language course	(3)
COM 230 Spreadsheet Applications	(3)
COM 310 Software and Hardware Concepts	(3)
COM 320 System Analysis and Design	(3)
COM 410 Data Base Concepts	(3)
COM 421 Management Information Systems	(3)

Total Credits 18

Health Services Management Specialization

HCA 302	Health Care Organization	(3)
HCA 402	Epidemiology: Community Health Analysis	(3)
HCA 498	Health Planning and Policy Management	(3)
MGT 498	Organization Theory	(3)
PHI 324	Medical Ethics	(3)

Total Credits 15

Additional recommended electives include: HCA 306 Health Care Economics; MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; POL 325 Public Administration; PSY 319 Human Behavior in Stress and Crisis; and REL 424* Death and the Meaning of Life.

* May be applied to Basic Studies.

Management Specialization

The Management specialization is relevant to students of any discipline who plan to own, manage, or consult for any organization, large or small, public or private, profit or non-profit. This specialization prepares students in the basic management functions and processes of planning, organizing, leading, and controlling of both small and complex organizations. Course offerings are designed to show the impact which technological factors, the decision making environment, the organizational environment, and human contributions have on productivity, satisfaction of job-related needs, and organizational effectiveness. Courses in this specialization also stress the importance of managing in a global environment and understanding the ethical implications of managerial decisions.

MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior and Development	(3)
MGT 421	Management Information Systems	(3)
MGT 498	Organization Theory	(3)
	Business Elective (300-400 level)	(3)

Total Credits 15

Additional recommended elective:

PHI 328 Business Ethics

Marketing Specialization

The Marketing specialization is relevant to the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, international business, or certain governmental agencies. The specialization develops a breadth of knowledge about the dynamic consumer orientation process by which persons and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts, functions, and institutions within the total system of interacting business activities designed to plan, price, promote, and distribute products and services to customers.

MKT 307	Advertising Management	(3)
MKT 308	Sales Management	(3)
MKT 354	Principles of Retailing	(3)
MKT 383	Consumer Behavior	(3)
MKT 463	International Marketing	(3)
MKT 498	Marketing Policies and Strategies	(3)

Total Credits 18

Restaurant and Hotel Management Specialization

The Restaurant and Hotel Management program encompasses the lodging, food and beverage, and convention and meetings management industry. The hospitality industry is the largest and fastest growing segment of the service economy. This specialization offers students an active and effective career placement program as well as scholarships specifically for hospitality management students.

RHM 220	Introduction to Restaurant and Hotel Management	(3)
RHM 320	Purchasing	(3)
RHM 322	Environmental Science in Hospitality	(3)
RHM 330	Food Production Management	(3)
RHM 425	Internship I	(3)
RHM 426	Internship II	(3)
RHM 498	Seminar in Restaurant and Hotel Management	(3)

Total Credits 21

Additional recommended electives include:

MGT 331 Management of Human Resources;
MGT 412 Organizational Behavior and Development; MKT 383 Consumer Behavior.

Technology Management Specialization

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is an associate of science degree, an associate of applied science degree, an associate of arts degree with a 30 semester hour technical component, or 21 semester hours of approved technical course credit (not including credit for military service).

Technology Component	(21)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
MGT 498 Organization Theory	(3)
Total Credits	30

Specific Career Objective Specialization

A specifically tailored program by academic advisors and approved by the Dean of the Division of Professional Studies to meet the unusual career objectives of individuals who cannot meet their objectives by any of the other options. For example: A student may require a specially designed program in finance to enter a particular field of banking. This approval must be confirmed in writing prior to the beginning of the student's last 45 semester hours at Saint Leo College.

Business Administration

(Master of Business Administration Degree)

The Saint Leo College Master of Business Administration degree is a fully integrated program of study designed to prepare students for significantly improved performance in any field of work. In particular, the program has as a primary goal the development of improved communication skills in both written and oral expression. Key elements of study are the ability

to understand people in the workplace and the methods for helping them to improve their level of performance. The M.B.A. courses will help the student understand our economic system and provide useful tools for effective performance in leadership positions. The graduate will be exceptionally well qualified for career progression.

A description of the curriculum and academic policies are contained in the Graduate Business Studies Bulletin and may be obtained by contacting the Office of Graduate Business Studies at Post Office 2067, Saint Leo, FL 33574 or by telephone at (904) 588-8311.

Chemistry Minor

Requirements for a minor in chemistry consist of 20 semester hours of credit including the following courses:

CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
CHE 321 Quantitative Chemical Analysis	(4)

Total Credits 20

Computer Information Systems Minor

Students with majors in areas other than business administration may minor in Computer Information Systems. Business Administration majors may also minor in areas that are not in their specialization.

Computer Language Course	(3)
COM 230 Spreadsheet Applications	(3)
COM 310 Software and Hardware Concepts	(3)
COM 320 System Analysis and Design	(3)
COM 410 Date Base Concepts	(3)
COM 421 Management Information Systems	(3)

Total Credits 18

Criminology

A 54-hours major based on a national curriculum model that is designed to prepare students for careers in the criminal justice system, enhance the effectiveness of working professionals, provide the foundation for advancement to administrative levels, and prepare for graduate study in criminology and related fields.

Students may select human service or administrative specializations within the major or combine these specializations into a curriculum to meet individual career needs. Campus-based students without prior criminal justice working experience may select a field placement option that offers a supervised internship with local criminal justice agencies such as U.S. Customs Service, U.S. District Court Office of Probation and Parole, Hillsborough County Sheriff's Office, Pasco Juvenile Detention Center, and others.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	54
Foundation Courses	[12]
POL 123 Introduction to Law and the Legal System *	(3)
CRM 220 Survey of the Criminal Justice System	(3)
SOC 222 Social Problems *	(3)
CRM 225 Criminal Investigation	(3)
Core Courses	[27]
CRM 321 Substantive Criminal Law	(3)
CRM 322 Law of Criminal Procedure	(3)
CRM 326 Theories of Criminal Behavior	(3)
CRM 327 Typologies of Criminal Behavior	(3)
CRM 420 Prosecution and Adjudication	(3)
CRM 421 Juvenile Justice	(3)
CRM 422 Law Enforcement Systems	(3)
CRM 430 Correctional Systems	(3)
CRM 499 Senior Seminar in Criminology	(3)
Specializations	[15]
Human Service:	
SWK/PSY 319 Human Behavior in Stress and Crisis	(3)
SOC/HTY 322 Race and Ethnicity in American Culture	(3)

SOC 324	Marriage and the Family	(3)
PSY 327	Abnormal Psychology	(3)
SOC 328	Drugs, Society, and Human Behavior	(3)

Administrative:

ACC 201	Principles of Accounting I	(3)
SOC 223	Statistics for the Social Sciences or	
GBA 325	Business Statistics I	(3)
POL 325	Public Administration	(3)
MGT 301	Principles of Management	(3)
MGT 331	Management of Human Resources	(3)

Combined:

Although the Human Service and Administrative specializations were developed as unified and comprehensive fields of study, to increase the program's flexibility, students may choose courses from both specializations to constitute a 15 semester hour combined specialization. Students may further elect to use any CRM Special Topics courses as a substitute component for either track.

Field Placement Option:

CRM 425	Field Placement in Criminology	(15)
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The criminology field placement is intended to be offered to campus-based students without professional criminal justice experience. It is a 560-hour supervised internship which may be taken only at specific agency provider sites, and only upon approval by the Criminology Field Placement Committee.

Physical Education Requirement.....	4
Electives	(21)

Total Credits 124

* May be applied to Basic Studies II

Criminology Minor

POL 123	Introduction to Law and the Legal System	(3)
CRM 220	Survey of the Criminal Justice System	(3)
Five (5) courses from the Core Courses		(15)
		Total Credits 21

Economics

Economics Minor

ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
Plus three upper-division economics courses	(9)
Total Credits	15

Elementary Education

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6). To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See Teacher Preparation Programs section for full explanation of requirements.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Specific requirement in Basic Studies I or II is MAT 131 or higher.	
Major Requirements	58
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development*	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 304 The Exceptional Child	(3)
EDU 330 Mathematics in the Elementary School	(3)
EDU 331 Humanities in the Elementary School	(3)
EDU 332 Language Arts in the Elementary School	(3)
EDU 334 Introduction to Teaching Reading in the Elementary School	(3)
EDU 335 Diagnosis and Remediation of Reading Problems in the Elementary School	(3)

EDU 338 Science in the Elementary School	(3)
EDU 339 Social Studies in the Elementary School	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical issues in Curriculum and Philosophy	(3)
EDU 480 Internship	(12)
EDU 481 Internship Seminar	(1)
Physical Education Requirements	4
Electives	17
Total Credits	124

* May be applied to Basic Studies II Social Science

English

The study of English language and literature provides students with the basic communication skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and for teaching. It also serves as excellent background for careers in advertising, publishing, public relations, freelance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

Literature

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Foundation Courses	12
ENG 221 Survey of English Literature I*	(3)
ENG 222 Survey of English Literature II*(3)	
ENG 223 Survey of American Literature I*	(3)

ENG 224	Survey of American Literature II*	(3)
Major Requirements		27
ENG 321	The English Novel or	
ENG 433	Modern British and American Writers	(3)
ENG 323	History and Structure of the English Language	(3)
ENG 338	Modern American Drama or	
ENG 339	Modern British and European Drama	(3)
ENG 328	Biography and Autobiography or	
ENG 435	Literary Criticism	(3)
ENG 422	Shakespeare	(3)
ENG 427	Restoration and Eighteenth Century English Literature or	
ENG 431	Nineteenth Century English Literature or	
ENG 436	Chaucer and Milton	(3)
HUM 499	Senior Seminar	(3)
Two other upper-level English courses		(6)
Physical Education Requirement.....		4
Electives		36
Total Credits 124		

* May be applied to Basic Studies I or Basic Studies II

English/Secondary Education

The College offers a specialization in English for Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See Teacher Preparation Programs section for a list of other important requirements and information for English for Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Foundation Courses	12
ENG 221 Survey of English Literature I* (3)	
ENG 222 Survey of English Literature II* (3)	
ENG 223 Survey of American Literature I* (3)	
ENG 224 Survey of American Literature II* (3)	
Major Requirements	24
ENG 201 Expository Writing (3)	
ENG 323 History and Structure of the English Language (3)	
ENG 422 Shakespeare (3)	
ENG 433 Modern British and American Writers (3)	
HUM 499 Senior Seminar (3)	
SPH 221 Fundamentals of Speech (3)	
Two other upper-level English courses (6)	
Professional Education Courses	40
EDU 180 Practicum I: Basic Principles of Teaching (3)	
EDU 221 Child and Adolescent Development** (3)	
EDU 222 Contemporary Concerns in School and Society (3)	
EDU 280 Practicum II: Introduction to the Instructional Process (3)	
EDU 333 Adolescent Literature (3)	
EDU 425 Educational Management and Organization (3)	
EDU 427 Measurement and Evaluation (3)	
EDU 428 Critical Issues In Curriculum and Philosophy (3)	
EDU 439 Special Methods of Teaching Secondary English (3)	
EDU 480 Internship (12)	
EDU 481 Internship Seminar (1)	
Physical Education Requirements	4
Total Credits 124	

* May be applied to Basic Studies I or Basic Studies II

** May be applied to Basic Studies II in Social Science

Writing

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Foundation Courses	12
ENG 221 Survey of English Literature I* (3)	
ENG 222 Survey of English Literature II*(3)	
ENG 223 Survey of American Literature I* (3)	
ENG 224 Survey of American Literature II* (3)	
Major Requirements	27
ENG 323 History and Structure of the English Language (3)	
HUM 499 Senior Seminar (3)	
Four courses from the following: (12)	
ENG 201 Expository Writing	
ENG 227 Basic Journalistic Writing	
ENG 324 Reviewing and Critical Writing	
ENG 326 Playwriting	
ENG 328 Biography and Autobiography	
ENG 334 Writing the Short Story	
ENG 335 Verse Writing	
ENG 430 Independent Writing	
Three other upper-level English courses (9)	
Physical Education Requirements	4
Electives	36
Total Credits 124	

* May be applied to Basic Studies I or Basic Studies II

English Minor

ENG 221 Survey of English Literature I (3)	
ENG 222 Survey of English Literature II (3)	
ENG 223 Survey of American Literature I (3)	
ENG 224 Survey of American Literature II (3)	
Plus three upper-level English courses (9)	
Total Credits 21	

Environmental Science

(Bachelor of Science)

A major in environmental science is primarily designed to prepare students for employment as environmental scientists by government agencies, industry, and environmental or engineering consulting firms. This major also prepares students for admission into graduate programs in biology or environmental science.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Foundation Courses	33
CHE 123 General Chemistry I (4)	
CHE 124 General Chemistry II (4)	
CHE 311 Organic Chemistry I (4)	
CHE 312 Organic Chemistry II (4)	
ENG 201 Expository Writing (3)	
MAT 331 Probability and Statistics (3)	
PHY 221 General Physics I (4)	
PHY 222 General Physics II (4)	
SPH 221 Fundamentals of Speech (3)	
Major Requirements	31
BIO 311 Invertebrate Zoology (4)	
BIO 312 Vertebrate Zoology (4)	
BIO 313 Botany (4)	
BIO 325 Ecology (4)	
BIO 425 Microbiology (4)	
ENV 201 Geoscience (Geology, Hydrology, Geography) (3)	
ENV 401 Advanced Environmental Science (4)	
ENV 402 Environmental Regulations (1)	
ENV 403 Seminar in Environmental Science (3)	
Physical Education Requirements	4
Electives	10
Total Credits 124	

(CHE 321 Quantitative Chemical Analysis and SOC 327 Cultural Anthropology are highly recommended.)

Students must complete a U.S. Coast Guard or a U.S. Power Squadron approved safe boating course prior to enrolling in BIO 325 Ecology.

Health Care Administration

(Bachelor of Science)

A 45 semester hour major in health care administration is designed for students who plan administrative careers in health services organizations. Students accepted in this major normally hold an ADN degree or diploma in nursing or an AS degree in an allied health science discipline with clinical experience. Students not holding such a degree may be admitted based on the equivalent of four full-time months of experience in a health care discipline or in a health services organization. Students with little or no experience in a health care discipline may be admitted but will be required to complete a 15 semester hour internship.

Program Components	Semester Hours
Basic Studies I.....	30
Basic Studies II	15
(PHI 324 Medical Ethics is required for any needed PHI or PHI/REL course in Basic Studies I or II.)	
Major Requirements	15-27
HCA 302 Health Care Organization	(3)
HCA 402 Epidemiology: Community Health Analysis	(3)
HCA 410 Quality Improvement Methods in Health Care	(3)
HCA 425 Health Care Internship	(3-15)
HCA 498 Health Planning and Policy Management	(3)
Other required courses	30
ACC 201 Principles of Accounting I	(3)
ECO 201 Principles of Macroeconomics	(3)
FIN 326 Financial Management in Health Care Administration	(3)
GBA 333 Business and Health Law	(3)
GBA 325 Business Statistics	(3)
MGT 302 Management Principles in Health Care Administration	(3)
MGT 331 Management of Human Resources	(3)

MGT 412 Organizational Behavior & Development	(3)
MGT 421 Management Information Systems	(3)
MKT 301 Principles of Marketing	(3)
Electives	18-30
Total Credits 120	

Recommended Electives: COM 130 Microcomputer Applications, HCA 306 Health Care Economics, MGT 498 Organization Theory, POL 325 Public Administration, PSY 319 Human Behavior in Stress and Crisis, REL 424* Death and the Meaning of Life.
 * May be applied to Basic Studies I or Basic Studies II.

History

A 36-hour major in history is designed as preparation for graduate study in history, as part of a pre-law program, for library or museum careers, or as part of a general liberal education.

Program Components	Semester Hours
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	36
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500**	(3)
HTY 124 Western Civilization Since 1500	(3)
HTY 339 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other upper-division (300-400 level) courses in history	(15)
Physical Education Requirements	4
Electives	39
Total Credits 124	

* May be applied to Basic Studies I
 ** May be applied to Basic Studies II
 Majors are strongly encouraged to take Spanish language courses.

History/Secondary Education

The College offers a specialization in History/Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize this certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Program section for a list of requirements for History/Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	36
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500**	(3)
HTY 124 Western Civilization Since 1500	(3)
HTY 339 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other upper-division (300-400 level) courses in history	(15)
Professional Education Courses	37 hours
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development***	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary History	(3)

EDU 480 Internship	(12)
EDU 481 Internship Seminar	(1)
Physical Education Requirements	4
Total Credits	124

- * *May be applied to Basic Studies I*
- ** *May be applied to Basic Studies II*
- *** *May be applied to Basic Studies II Social Science*

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for a teaching position. In addition to completing the 36 hours in history and the 37 hours in education, students need to take 18 additional hours: six hours in political science, including POL 223; six hours in economics; three hours in geography; and either HTY 227 or HTY 233.

History Minor

HTY 121 United States History to 1865 or	
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500 or	
HTY 124 Western Civilization Since 1500	(3)
Four other electives in history, at least two of which must be upper-division (300-400 level)	(12)
Total Credits	18

Human Resources Administration

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers.

The Division of Professional Studies, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of

creative analytical thought and communication. All of this is accomplished with the liberal arts ideal.

The bachelor's degree in Human Resources Administration is designed to prepare students for graduate study and for careers in personnel management or related human services.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Required Courses	48
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
GBA 325 Business Statistics I (3)	
MGT 301 Principles of Management (3)	
MGT 331 Management of Human Resources (3)	
MGT 412 Organizational Behavior and Development (3)	
MGT 441 Labor Relations (3)	
PSY 228 Social Psychology* (3)	
PSY 319 Human Behavior in Stress and Crisis (3)	
PSY 331 Interviewing and Counseling Skills (3)	
SOC 222 Social Problems* or	
POL 123 Law and Society** (3)	
SOC 320 Methods of Social Research (3)	
Major Requirements	
HRA 498 Seminar in Decision Making (3)	
HRA 499 Seminar in Human Resources Administration (3)	
Two other 300-400 level courses selected from ACC, COM, ECO, FIN, GBA, MGT, MKT, POL 325, PSY, SOC or SWK (6)	
Physical Education Requirements	4
Electives	27
Recommended electives include ACC 201 Principles of Accounting I (which may fulfill 300-level required course in this major only), FIN 325 Principles of Finance, MGT 321 Communications for Management and MKT 301 Principles of Marketing.	

Total Credits 124

* May be applied to Basic Studies I or Basic Studies II

** May be applied to Basic Studies II

International Studies

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education.

Students are strongly encouraged to complete at least two semesters of a foreign language and consider the option to study overseas for a semester or full year.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	36
HTY 124 Western Civilization Since 1500 (3)	
HTY 325 Modern Russia (3)	
HTY 425 United States Diplomatic History (3)	
HTY 499 Senior Seminar in History (3)	
POL 323 Comparative Politics (3)	
POL 423 International Relations (3)	
Six courses from the following: (18)	
HTY 225 Far Eastern Civilization**	
HTY 227 Latin America and the Caribbean**	
HTY 233 The Modern Middle East**	
HTY 300 Palestine and Israel	
HTY 330 War and Peace	
HTY 337 Legacies of the British Empire	
HTY 422 Europe in the Twentieth Century	
POL 324 Politics of Developing Nations	
POL 421 Political Geography	
SOC 327 Cultural Anthropology	
REL 223 Religions of the World I: Western Religions or	
REL 224 Religions of the World II: Eastern Religions	
Physical Education Requirements	4
Electives	39
Total Credits 124	

Majors are strongly encouraged to take Spanish language courses.

Management Minor

Students may minor in management with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

MGT 301 Principles of Management (3)

Plus four upper-division management courses (12)

Total Credits 15

Marketing Minor

Students may minor in marketing with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

MKT 301 Principles of Marketing (3)

Plus four upper-division marketing courses (12)

Total Credits 15

Mathematics for Secondary Education

The College offers a major in Mathematics for Secondary Education which is a teacher preparation program. Graduates from this program will, upon approval by the state, be eligible to teach in Florida. Students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Program section for important requirements for Mathematics for Secondary Education majors. Requirements for the major in Mathematics for Secondary Education consist of 30 semester hours of credit in mathematics (excluding MAT 102, MAT 103, and MAT 121) to include:

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
(Include MAT 151* or MAT 231)	
Basic Studies II	15
(Include MAT 161* or MAT 232)	
Major Requirements	24
MAT 231 Calculus and	
Analytic Geometry I	(3)

MAT 232 Calculus and	
Analytic Geometry II	(3)
MAT 331 Probability and Statistics	(3)
MAT 341 College Geometry	(3)
MAT 351 Number Theory	(3)
MAT 361 Linear Algebra	(3)
MAT 499 Senior Seminar in Mathematics	(3)
Three to nine additional credits selected from the following electives:*	
MAT 323 Calculus and	
Analytic Geometry III	(3)
MAT 362 Modern Abstract Algebra	(3)
MAT 411 Differential Equations	(3)
MAT 412 Numerical Analysis	(3)
MAT 429 Advanced Directed Study and Research	(1)

* MAT 151 and MAT 161 count toward the major

At least one computer course	3
Education Requirements	37
EDU 180 Practicum I:	
Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development*	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary Math	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
Physical Education Requirements	4
Electives	11
Total Credits	124

Mathematics Minor

Requirements for a minor in mathematics consist of 18 semester hours of credit in mathematics (excluding MAT 102, MAT 103, and MAT 121) to include:

MAT 231 Calculus and Analytic Geometry I	(3)
MAT 232 Calculus and Analytic Geometry II	(3)
MAT 331 Probability and Statistics	(3)
Three other courses in mathematics, at least two of which are numbered 300 or above	(9)

Total Credits 18

Medical Technology

(Bachelor of Science)

Students majoring in medical technology spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 98 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student is still registered at Saint Leo College during this period and will receive an additional 30 semester hours of credit.

	<i>Semester Hours</i>
Program Components	
Basic Studies I.....	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Foundation Courses	28
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
CHE 321 Quantitative Chemical Analysis	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements	19
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 422 Immunology	(3)
BIO 425 Microbiology	(4)
One other upper-division (300-400 level) course in biology	(4)
Physical Education Requirements	4
Clinical Program	30
The clinical program is taken during the senior year at an affiliated hospital.	
MED 410 Microbiology	(6)
MED 411 Parasitology	(2)
MED 412 Urinalysis	(2)
MED 413 Orientation	(1)
MED 420 Hematology	(5)
MED 421 Blood Banking	(3)
MED 422 Serology	(2)
MED 430 Chemistry, Clinical	(9)
Total Credits	127

Music

Students majoring in music may complete the music track or teacher education track. The music track is designed as preparation for a career which includes performance, for graduate study, or for related employment in the music industry. A track in Music/Elementary to Secondary Education is a teacher preparation program. Graduates from this program will, upon application to the state, be eligible to teach in Florida. Students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs information for important requirements for Music/Elementary to Secondary Education. While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Music Track

	<i>Semester Hours</i>
Program Components	
Basic Studies I.....	30
Basic Studies II	15
Foundation Courses	14
MUS 121 Music Theory I*	(4)
MUS 211 Music Theory II	(4)
MUS 321 Music History I*	(3)
MUS 322 Music History II	(3)
Major Requirements	33
MUS 120, 220, 320, 420	(8)
Private Instruction (one each semester)	
MUS 221 Music Theory III	(4)
MUS 222 Music Theory IV	(4)
MUS 328 Chamber Music	(2)
MUS 111, 114, 118	(8)
Ensembles (one each semester)*	
MUS 323 Conducting I	(2)
MUS 324 Conducting II	(2)
30 minute Junior Recital	(0)
MUS 499 Music Senior Tutorial	(3)
(includes 60 min. Senior Recital)	
Physical Education Requirements	4
Electives	32
Total Credits	122

(With two foundation courses applied towards Basic Studies)

* May be applied to Basic Studies

** Generally, music majors are asked to participate in all ensembles.

Music/Elementary to Secondary Education Track

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Foundation Courses	14
MUS 121 Music Theory I*	(4)
MUS 122 Music Theory II	(4)
MUS 321 Music History I*	(3)
MUS 322 Music History II	(3)
Major Requirements	42/43
MUS 111, 114, 118 Ensemble (one required each semester**)	(8)
MUS 120, 220, 320, 420 Private instruction (one each semester)	(8)
MUS 221 Music Theory III	(4)
MUS 222 Music Theory IV	(4)
MUS 323 Conducting I	(2)
MUS 324 Conducting II	(2)
MUS 325 Music in the Elementary School	(3)
MUS 326 Music in the Secondary School	(3)
MUS 327 s,w,b,p,v Class Strings, Woodwinds, Brass, Percussion, Voice. (one semester each)	(5)
MUS 102 Class Piano	(0/1)
MUS 499 Music Senior Tutorial (includes 60 min. Senior Recital)	(3)
Education Requirements	28
EDU 221 Child and Adolescent Development*	(3)
EDU 280 Practicum: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 480 Internship	(12)
EDU 481 Internship Seminar	(1)
Physical Education Requirements	4
Total Credits	124

(With two Foundation and one Education course applied towards Basic Studies)

* *May be applied to Basic Studies*

** *Generally, music majors are asked to participate in all ensembles.*

Music Minor

MUS 111, 114, or 118 Ensembles	(4)
MUS 120-420 Private Instruction	(4)
MUS 121 Music Theory I	(4)
MUS 122 Music Theory II	(4)
MUS 321 Music History I	(3)
MUS 322 Music History II	(3)

Total Credits 22

Philosophy Minor

The minor in philosophy requires 18 hours, nine of which must be in upper-division courses. The minor, in addition to providing personal enrichment, is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

Physical Education/Secondary Education

The physical education major provides a foundation of study in human movement performance that prepares students for careers in physical education teaching and athletic coaching. The primary goals are to develop in-depth knowledge of the discipline of movement, exercise and sport science; develop able leaders for the teaching and coaching professions; and provide the foundation for students who desire to continue their study in graduate school.

The physical education teacher certification program is approved by the State of Florida Department of Education. It is designed to prepare students to teach physical education on the secondary level (grades 6-12). In addition, student who plan to coach athletic sports may complete courses leading to a Florida coaching endorsement. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs section for full explanation of teacher certification requirements.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	31
Specific requirement is BIO 225.	
Basic Studies II	16
Specific requirement is BIO 226.	
Foundation Courses	6
COM 130 Microcomputer Applications (3)	
SPH 221 Fundamentals of Speech (3)	
Major Requirements	42
SPM 114 Introduction to Physical Education and Sport Management (3)	
PED 213 Practicum in Physical Education(3)	
PED 220 Motor Skill Development and Analysis (3)	
PED 224 CPR-Basic Life Support (1)	
PED 225 First Aid and Emergency Care (2)	
PED 228 Measurement and Evaluation	
PED 306 Instructional Design and Content of Racquet Sports (3)	
PED 307 Instructional Design and Content of Swimming/Golf (3)	
PED 308 Instructional Design and Content of Personal Fitness (3)	
PED 309 Instructional Design and Content of Team Sports and Activities (3)	
PED 320 Theory and Practice of Coaching (3)	
PED 350 Adapted Physical Education (3)	
PED 420 Kinesiology (3)	
PED 425 Physiology of Exercise (3)	
PED 443 Organization and Administration of Physical Education (3)	
Professional Education Courses	25
EDU 221 Child and Adolescent Development* (3)	
EDU 222 Contemporary Concerns in School and Society (3)	
EDU 425 Educational Management and Organization (3)	
EDU 428 Critical Issues in Curriculum and Philosophy (3)	
EDU 480 Internship (12)	
EDU 481 Internship Seminar (1)	
Basic Physical Education Requirement	4
Total Credits	124

* May be applied to Basic Studies II Social Science

Political Science

A 36-hour major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II 1	5
Major Requirements	36
POL 121 Introduction to Politics** (3)	
POL 223 American Federal Government (3)	
POL 224 American State and Local Government (3)	
POL 311 Political Theory I (3)	
POL 312 Political Theory II (3)	
POL 323 Comparative Politics (3)	
POL 499 Senior Seminar in Political Science (3)	
Five other upper-division (300-400 level) courses in political science (15)	
Physical Education Requirements	4
Electives	39
Total Credits	124

** May be applied to Basic Studies II
Majors are strongly encouraged to take Spanish language courses.

Political Science/ Secondary Education

The College offers a specialization in political science/secondary education which is a teacher preparation program approved by the state of Florida Department of Education, upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize this certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs section for a list of requirements for Political Science/Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	36
POL 121 Introduction to Politics**	(3)
POL 223 American Federal Government	(3)
POL 224 American State and Local Government	(3)
POL 311 Political Theory I	(3)
POL 312 Political Theory II	(3)
POL 323 Comparative Politics	(3)
POL 499 Senior Seminar in Political Science	(3)
Five other upper-division (300-400 level) courses in political science	(15)
Professional Education Courses	37 hours
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development***	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary Political Science	(3)
EDU 480 Internship	(12)
EDU 481 Internship Seminar	(1)
Physical Education Requirements	4

Total Credits 124

** May be applied to Basic Studies II

*** May be applied to Basic Studies II Social

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with stronger qualification for a teaching position. In addition to completing the 36 hours in political science and the 37 hours in education, students need to take 21 additional hours: HTY 121, HTY 122, HTY 123 or HTY 124, HTY 227 or HTY 233; six hours in economics; and three hours in geography.

Political Science Minor

POL 121 Introduction to Politics	(3)
POL 223 American Federal Government	(3)
POL 323 Comparative Politics	(3)
Three additional electives in political science, at least two of which must be upper-level	(9)
Total Credits	18

Pre-Law

The 45-hour major in pre-law is an interdisciplinary major designed for students who plan to enter law school.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	45
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865 **	(3)
SPH 221 Fundamentals of Speech	(3)
ECO 201 Principles of Macroeconomics	(3)
PHI 223 Logic **	(3)
POL 121 Introduction to Politics	(3)
POL 123 The Law and Society	(3)
POL 223 American Federal Government	(3)
POL 326 United States Constitutional Law I or	
POL 327 United States Constitutional Law II	(3)
POL 425 Pre-Law Seminar	(3)
Five other upper-division (300-400 level) courses in history or political science	(15)
Physical Education Requirements	4
Electives	30
Total Credits	124

* May be applied to Basic Studies I

** May be applied to Basic Studies II

Preprofessional Program

Students intending to pursue careers in medicine, dentistry and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other preprofessional medical programs should consult with the department chair.

Psychology

A 36 or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal education.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	36-37
PSY 121 Introduction to Psychology*	(3)
PSY 223 Statistics for the Social Sciences	(3)
PSY 228 Social Psychology**	(3)
PSY 324 Experimental Psychology	(3 or 4)
PSY 327 Abnormal Psychology	(3)
PSY 422 Psychology of Learning or	
PSY 432 Psychology of Motivation	(3)
PSY 499 Senior Seminar in Psychology	(3)
Five other upper-division (300-400 level) courses in psychology	(15)
Physical Education Requirements	4
Electives	38-39
Total Credits 124	

* May be applied to Basic Studies I

** May be applied to Basic Studies II

Majors are strongly encouraged to take Spanish language courses.

Psychology Minor

PSY 121 Introduction to Psychology	(3)
Five additional electives in psychology, at least three of which must be from the following list:	(15)
PSY 223 Statistics for the Social Sciences	
PSY 228 Social Psychology	
PSY 322 Physiological Psychology	
PSY 324 Experimental Psychology	
PSY 327 Abnormal Psychology	
PSY 331 Interviewing and Counseling Skills	
PSY 335 Psychology of Women	
PSY 422 Psychology of Learning	
PSY 427 Personality Theory	
PSY 428 Counseling Principles and Practices	
PSY 431 Childhood Disorders	
PSY 432 Psychology of Motivation	
PSY 433 Sensation and Perception	
Total Credits 18	

Public Administration

The 45-hour major in public administration is designed as a preparation for graduate study in public administration or for a career in public service.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	45
COM 130 Microcomputer Applications	(3)
ECO 201 Principles of Macroeconomics	(3)
ACC 201 Principles of Accounting I	(3)
POL 223 American Federal Government**	(3)
POL 224 American State and Local Government	(3)
PSY 223 Statistics for the Social Sciences or	
GBA 325 Business Statistics	(3)
POL 325 Public Administration	(3)
PHI 328 Business Ethics	(3)
MGT 301 Principles of Management	(3)
MGT 331 Human Resources Management	(3)
FIN 325 Principles of Finance	(3)
POL 499 Senior Seminar in Political Science	(3)
Three courses from the following:	(9)
HTY 322/SOC 322 Race and Ethnicity	
HTY 335/SOC 335 Women in American Society	
POL 320/SOC 320 Methods of Social Research	
PSY 319/SWK 319 Human Behavior in Stress and Crisis	
HCA 302 Health Care Organization	
SWK 328 Social Welfare Policy I	
SWK 424 Social Welfare Policy II	
MGT 412 Organizational Behavior	
ECO 423 Public Finance and Taxation	
Physical Education Requirements	4
Electives	30
Total Credits 124	
** May be applied to Basic Studies II	

Religion

The major in religion requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religion should consider a second major in another field, such as English or social studies.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	30
REL 124 Introduction to the Old Testament (3)	
REL 125 Introduction to the New Testament (3)	
(may be replaced with REL 325 with approval of the dean)	
REL 320 Foundations of Christian Faith (3)	
REL 333 Survey of Christian Theology I (3)	
REL 334 Survey of Christian Theology II(3)	
One other course from the following:	(3)
REL 220 Christian Morality	
REL 345 Christian Social Ethics	
PHI 224 Ethics	
PHI 324 Medical Ethics	
PHI 328 Business Ethics	
PHI 345 Contemporary Moral Issues	
Four other courses in Religion	(12)
(A minimum of 30 semester hours must be in Religion.)	
Physical Education Requirements	4
Electives	45
Total Credits	124

Religion Minor

The minor in religion requires 18 hours in religion, nine of which must be in upper-division courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

Social Work

This 61-hour major is designed to prepare students for entry level social work practice as well as for graduate study in social work or related areas. The program is accredited by the Commission on Accreditation of the Council on Social Work Education. Graduates receive the B.S.W. degree.

The curriculum emphasizes content in each of five areas: social welfare policy, human behavior and the social environment, research, practice methods, and field instruction. Admission to the Social Work Program and to SWK 425 - Field Placement in Social Work must be by special application. To be eligible for SWK 425, a student must earn a minimum grade of "C" in SWK 121, 331, 332, 333, and 421. In addition, a student must demonstrate dependability, good character, and acceptable academic standing. Students denied admission to field placement must select another major. The Social Work Program is available only to students enrolled through the campus program.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology, or psychology.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Required Courses	61
POL 121 Introduction to Politics or	
POL 223 American Federal Government or	
POL 224 American State and Local Government (3)	
PSY 121 Introduction to Psychology* (3)	
BIO 121 Introduction to Biology* (3)	
SOC 222 Social Problems* (3)	
SOC 223 Statistics for the Social Sciences(3)	
SOC 320 Methods of Social Research (3)	
SWK 121 Introduction to Social Work (3)	
SWK 221 Child and Adolescent Development (3)	
SWK 323 Adult Development (3)	
SWK 328 Social Welfare Policy I (3)	
SWK 331 Methods of Social Work Practice I (3)	
SWK 332 Pre-Internship (3)	
SWK 333 Methods of Social Work Practice II (3)	
SWK 421 Methods of Social Work Practice III (4)	
SWK 424 Social Welfare Policy II (3)	
SWK 425 Field Placement in Social Work (12)	
SWK 426 Senior Seminar in Social Work (3)	
Physical Education Requirements	4
Electives	14
Total Credits	124

* May be applied to Basic Studies I or Basic Studies II

Majors are strongly encouraged to take Spanish language courses because bilingual skills enhance employment opportunities in the social work field.

Requirements for admission to Social Work Program

Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work Program.

- Requirements for admission include:
1. Completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
 2. Completion of SWK 121 Introduction to Social Work with a minimum grade of "C."
 3. Completion of the application form for admission to the social work major.
 4. Successful completion of an interview with the social work faculty.

An internship fee is charged for the senior field placement to help defray the costs of the internship program. A fee for liability insurance is charged prior to the junior pre-internship and the senior field placement. This fee is set by the insurer.

Sociology

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal education.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Major Requirements	36
SOC 121 Introduction to Sociology*	(3)
SOC 222 Social Problems*	(3)
SOC 223 Statistics for the Social Sciences	(3)
SOC 320 Methods of Social Research	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 323 Sociological Theory	(3)
SOC 324 Marriage and the Family (3)	

SOC 327 Cultural Anthropology	(3)
Four other upper-division (300-400 level) courses in sociology or SWK 318, 323, 328, 424	(12)
Physical Education Requirements	4
Electives	39
Total Credits	124

* *May be applied to Basic Studies I or Basic Studies II*

Majors are strongly encouraged to take Spanish language courses.

Sociology Minor

SOC 121 Introduction to Sociology	(3)
SOC 222 Social Problems	(3)
Four additional electives in sociology, at least three of which must be upper-level	(12)
Total Credits	18

Special Education

Specific Learning Disabilities

This program is designed to prepare education majors to work with K-12 students who have been diagnosed with a specific learning disability. Graduates will, upon application, be eligible for certification through the Florida Department of Education. Teacher certification in this field is currently possible because the state honors a Saint Leo College degree in this subject, but Saint Leo College does not at present have a state-approved teacher preparation program in specific learning disabilities. Students who plan to teach outside of Florida should check with their home state to determine whether graduation from a state-approved program is required for automatic certification through the interstate agreement (Please see the explanation of the interstate agreement on the first page of the Teacher Preparation Program section) and to determine whether additional coursework might be required by that state for certification. Students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs section for a list of requirements for Specific Learning Disabilities majors.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	30
Basic Studies II	15
Specific requirement in Basic Studies I and II is MAT 131 or a higher level math course.	
Major Requirements	67
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Child and Adolescent Development*	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 304 Exceptional Child	(3)
EDU 325 Introduction to Speech Disorders	(3)
EDU 330 Mathematics in the Elementary School	(3)
EDU 331 Humanities in the Elementary School	(3)
EDU 332 Language Arts in the Elementary School	(3)
EDU 334 Introduction to Teaching Reading in the Elementary School	(3)
EDU 338 Science in the Elementary School	(3)
EDU 339 Social Studies in the Elementary School	(3)
EDU 408 Clinical Practices in Special Education	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 490 Educational Theories of Learning Disabilities	(3)
EDU 491 Methods and Materials for the Learning Disabled I	(3)
EDU 492 Methods and Materials for the Learning Disabled II	(3)
EDU 493 Classroom Management in Special Education	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
Physical Education Requirements	0-4
Electives	0-8
Total Credits 124	

* May be applied to Basic Studies II Social
Science

Sport Management

The sport management major provides a foundation of study in human movement performance and in the business of sport. The primary goals are to develop in-depth knowledge of the disciplines of exercise and sport science and sport organizations; develop able leaders for the various professions that focus on sport agencies; and provide the foundation for students who desire to continue their study in graduate school.

The sport management program of study provides the theoretical framework for a number of professions that focus on leadership roles in sport agencies including amateur and professional sports; recreation, college and university sports; fitness industry activities; and the marketing of sport clothing and other sporting goods.

<i>Program Components</i>	<i>Semester Hours</i>
Basic Studies I.....	31
Specific requirement is BIO 225.	
Basic Studies II	16
Specific requirement is BIO 226.	
Sport Management Requirements	45
SPM 114 Introduction to Physical Education and Sport Management	(3)
PED 220 Motor Skill Development and Analysis	(3)
PED 224 CPR-Basic Life Support	(1)
PED 225 First Aid and Emergency Care	(2)
PED 228 Measurement and Evaluation	(3)
SPM 321 Sociology of Sports	(3)
SPM 334 Sport Facility and Event Management	(3)
PED 350 Adapted Physical Education	(3)
SPM 414 Internship in Sport Management	(12)
PED 420 Kinesiology	(3)
PED 425 Physiology of Exercise	(3)
SPM 434 Seminar in Sport Management	(3)
SPM 444 Sport Administration	(3)
Business Requirements	24
ACC 201 Principles of Accounting I	(3)
COM 130 Microcomputer Applications	(3)
GBA 331 Business Law I	(3)
MGT 301 Principles of Management	(3)

MKT 301	Principles of Marketing	(3)
MGT 321	Communication for Management	(3)
MGT 331	Management of Human Resources	(3)
PHI 328	Business Ethics*	(3)
Basic Physical Education Requirements		4
Electives		4
Total Credits		124

* May be applied to Basic Studies I or Basic Studies II.

Teacher Preparation Programs

The goal of the Teacher Preparation Program is to train students to be competent members of the education profession and to prepare them for graduate school. While the Division is ready to help its students to succeed, it should be noted that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the dean, the Division of Professional Studies has three functions:

1. It directs and authorizes the development, implementation, and evaluation of the Teacher Education Program.
2. It cooperates with local schools in providing mutually beneficial classroom experiences for education students.
3. It offers its services for advancing education throughout the College and the larger community.

The Teaching Certificate

To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. This agreement is renegotiated periodically, and the list of participating states may change. Students should check to be certain that their home state is currently participating in

the agreement. Each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

Alabama	New Jersey
California	New York
Connecticut	North Carolina
Delaware	Ohio
Florida	Pennsylvania
Georgia	Rhode Island
Hawaii	South Carolina
Idaho	Tennessee
Indiana	Texas
Kentucky	Utah
Maine	Vermont
Maryland	Virginia
Massachusetts	Washington
Montana	West Virginia
New Hampshire	

To benefit from the interstate agreement a student must graduate from a state-approved teacher education program. The Florida-approved Teacher Education Program at Saint Leo College includes:

- Art/Secondary Education (K-12)
- Elementary Education (1-6)
- English/Secondary Education (6-12)
- History/Secondary Education (6-12)
- Physical Education/Teacher Education (6-12)
- Political Science/Secondary Education (6-12)

Entering a Teacher Education Program*

There are two steps a student must take to be admitted to training. The first step is to declare a major in one of the teacher certification disciplines listed above. This may be done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves meeting the special requirements for being officially accepted into the Teacher Education Program.

The requirements are as follows:

1. A minimum cumulative SAT score of 840 or a minimum composite ACT score of 20. These scores are subject to change if state regulations change. This requirement must be satisfied before the student is allowed to take any courses with an EDU prefix. The student may take the ACT on campus or provide the Department with an official copy of passing scores on the ACT or SAT earned in an off-campus test session. The passing score must have been earned within five years of submission and must be derived from the individual subsections of the same test administration. Several mechanisms are in place to help a student improve a low score.
2. Recommendation for admission by the appropriate faculty and department chair.
3. After the ACT/SAT requirement is satisfied, one of the first education courses students will take is EDU 180 Practicum I: Basic Principles of Teaching. In this course students are required to begin compiling a portfolio to document that they have satisfied specific criteria for continuing to take upper level courses required for the education major. They will continue developing this portfolio through the internship semester. Students who cannot document that they have met the standards will receive counseling to help them improve. They will not be allowed to enroll in other education courses until the requirements have been met. This action is taken so that students may concentrate on material they need to improve their skills so that they can meet the requirements. These students will need permission of the Admissions committee, composed of education faculty and the department chair, before they are allowed to continue. If students cannot meet the requirements to continue in the teacher preparation program after several applications for continuation have been made, they are usually requested to change their major to a discipline not related to classroom teaching.

**These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track and Political Science/Secondary Education majors and to any student in a program which leads to certification to teach in Florida.*

Internship (EDU 480)*

A student who wishes to be certified to teach must spend one complete semester as an intern. Internship is normally completed during the last semester of study. Internship is a full-time activity and is taken only during a regular fall or spring semester. Special requirements, which must be met before a student is allowed to intern, are as follows:

1. Admission to the Teacher Preparation Program and a minimum grade of C in EDU 180 and EDU 280.
2. A cumulative grade point average of at least 2.50 and a minimum grade of C in each education course taken.
3. Successful completion of the education course sequence.
4. Passing the CLAST (College Level Academic Skills Test) which is a part of the FTCE.
5. Taking the Florida Teacher Certification Examination (FTCE) during the semester prior to the internship semester. Passing the FTCE is a graduation requirement for all education majors.
6. Completion of application for student teaching by February 15 or October 15 of the semester preceding internship.
7. Approval of the Dean of the Division of Professional Studies or the Dean's designee.

An internship fee is charged for EDU 480 Internship to help defray the costs of the internship program.

**These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track, and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.*

Retention Policy*

From admission through completion of all teacher education requirements, the progress of each student is monitored closely through the use of Florida's Essential Generic Teacher Competencies and the portfolio (see requirements for entering a teacher education program on preceding page). The competencies and skills are identified with experiences and courses in which they can be developed and demonstrated. Faculty in the Department of Education continuously monitor and verify student achievement. Rate of growth is periodically assessed. Students judged to be progressing at a rate leading to probable success are retained in the Teacher Education Program. Others are counseled out.

To complete the state-approved Teacher Education Program, a student must complete all required education courses with a grade of "C" or higher and satisfy all program requirements.

**These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track, and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.*

Secondary Teaching in English, History, and Political Science

Students who wish to teach in the following fields should see the referenced sections for full program requirements.

English/Secondary Education

History/Secondary Education

Political Science/Secondary Education

All requirements listed in this section for entering a teacher preparation program, internship, and retention policy should also be understood.

Secondary Teaching in Math, Biology, Social Science, and Music

Teacher certification in these fields is currently possible because the state honors a Saint Leo College degree in these subjects, but Saint Leo College does not at present have state-approved teacher preparation programs in these areas. While graduates seeking Florida teacher certification may be subject to changing state certification regulations if so mandated by the state of Florida, there is presently no state plan to do so. Students who plan to teach outside of Florida should check with their home states to determine whether graduation from a state-approved program is required for automatic certification through the interstate agreement and to determine whether additional coursework might be required by the state for certification.

Certification by Transcript Approval

The state of Florida presently allows applicants to be certified to teach through a course-by-course satisfaction of each separate certification requirement. Saint Leo College Division of Professional Studies does not permit students to take education courses unless they are enrolled in a state-approved elementary, secondary, or K-12 teacher preparation program or in a degree-producing secondary education program. Students who wish to intern must have completed all of the requirements for the appropriate degree before application may be made. A residency requirement of 30 hours (which may include the 13-hour internship semester credit) must be satisfied in order for a degree to be granted by the college.

Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination (FTCE). To facilitate passing this examination and to ensure certification, all students in the Teacher Education Program must pass the examination before completing their program at Saint Leo College. The CLAST, which is used as one part of the FTCE, is administered at Saint Leo College and must be taken when a student has earned 60 hours. The Professional Education and the Subject Area Subtests are administered by the state on specific testing dates. The fee is to be paid by the student.

Florida law also requires that a candidate for regular certification complete the Professional Orientation Program during the first year of teaching. The specific components of this requirement may be determined by contacting the home school district in Florida at the appropriate time.

The Teacher Education Program of Saint Leo College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog.



Courses of Instruction

In the following section, courses offered by the various academic departments of the College are listed alphabetically by subject. Immediately following each course title is the number of credits granted for successful completion of the course. Courses listed represent the normal offerings. Departments also are authorized to offer special courses on an ad hoc basis. These are given in a "Special Topics" designation in the course listings.

Accounting Course Descriptions

ACC 201 **3 credits** ***Principles of Accounting I***

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements. Course fee.

ACC 202 **3 credits** ***Principles of Accounting II*** ***Prerequisite: ACC 201***

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on corporate investments and liabilities, cash flow statements, cost accounting, cost-volume analysis, budgeting, capital budgeting, and internal decision making. Course fee.

ACC 301 **3 credits** ***Intermediate Accounting I*** ***Prerequisite: ACC 202***

Study of the development of generally accepted accounting principles and valuation models in the application to the general presentation of financial statements.

ACC 302 **3 credits** ***Intermediate Accounting II*** ***Prerequisite: ACC 301***

A continuation of the development of generally accepted accounting principles and valuation of liabilities and equities, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures.

ACC 329 **3 credits** ***Directed Study: Readings or Research*** ***Prerequisite: Permission of instructor and division dean.***

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ACC 331 **3 credits** ***Cost Accounting I*** ***Prerequisite: ACC 202***

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control.

ACC 332 **3 credits** ***Cost Accounting II*** ***Prerequisite: ACC 331***

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning and other costs.

ACC 100-400 **1-3 credits** ***Special Topics*** ***Prerequisite: Permission of instructor and division dean.***

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ACC 401 **3 credits** ***Advanced Accounting*** ***Prerequisite: ACC 302***

Accounting principles for mergers, acquisitions and consolidations, and work-sheet analysis of consolidation principles, partnership accounting. Introduction to international accounting and fund accounting.

ACC 403 3 credits**Accounting Information Systems***Prerequisite:* ACC 302

Principles involved in setting up business or non-profit organization accounting systems, related source documents, internal controls, and the interface with the need of management of the organization, integration of systems to computer applications, and managing computer internal controls, designs, and implementation.

ACC 404 3 credits**Fund Accounting for Government and Not-for-Profit Organizations***Prerequisite:* ACC 202

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations.

ACC 405 3 credits**Accounting Theory and Research***Prerequisite:* ACC 302

Pure accounting theory - its concepts, theorems and propositions - is looked into with openness to seeking better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented.

ACC 411 3 credits**Auditing I***Prerequisites:* ACC 302, GBA 325

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards and reports of professional auditors.

ACC 412 3 credits**Auditing II***Prerequisite:* ACC 411

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting.

ACC 421 3 credits**Federal Taxes I***Prerequisite:* ACC 202

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals.

ACC 422 3 credits**Federal Taxes II***Prerequisite:* ACC 421

An introduction to federal taxation of corporations, partnerships, trusts and estates with an expanding emphasis on corporate taxation.

ACC 423 3 credits**Estate, Trusts and Gifts Taxation***Prerequisite:* ACC 202

Review of the tax laws as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations.

ACC 425 3-12 credits**Accounting Internship***Prerequisites:* Junior or senior standing and permission of division dean.

Use skills learned in the classroom to design, put into use, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include: financial statement analysis; inventory analysis; flexible budgeting; fixed asset conversion; interoffice settlement account; banking function; price level adjusted statements; consolidations; replacement costing; auditing; taxes.

ACC 429 1-3 credits**Advanced Directed Study and Research***Prerequisite:* Permission of instructor and division dean.

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Art Course Descriptions

ART 121 is prerequisite to all higher-numbered studio art courses, but in certain special cases, as determined by the instructor, the requirement may be waived.

The Studio I and II sequence may be taken in such disciplines as drawing, painting, and graphics. Normally the students must first complete the appropriate beginning course in the specialty in which they wish to take Studio I or II. For example, ART 221 Drawing, ART 223 Beginning Painting, or ART 225 Graphics must be completed before enrolling in studio in any of these specialties.

In all cases involving advanced work, permission of the division dean is also required.

ART 121 **3 credits** **Visual Fundamentals I**

Introduction to the principles of art through individual creative development, emphasis on two-dimensional design concepts. Six hours of studio per week.

ART 122 **3 credits** **Visual Fundamentals II**

Prerequisite: ART 121 or permission of instructor.

A continuation of ART 121, emphasis on three-dimensional design. Six hours of studio per week.

ART 123 **3 credits** **Art Appreciation**

Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

ART 221 **3 credits** **Drawing**

Prerequisite: ART 121 or permission of instructor.

Freehand drawing from landscape, live models and objects, with emphasis on training students to see, to understand and to report through drawing. Six hours of studio per week. Course fee.

ART 223 **3 credits** **Beginning Painting**

Prerequisite: ART 121 or permission of instructor.

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week. Course fee.

ART 224 **3 credits**

Beginning Sculpture

Prerequisite: ART 122 or permission of instructor.

Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships and color. Six hours of studio per week. Course fee.

ART 225 **3 credits** **Graphics**

Prerequisite: ART 121 or permission of instructor.

Creative processes and projects in relief, intaglio, screen and planographic techniques. Six hours of studio per week.

ART 226 **3 credits**

Beginning Photography

Prerequisite: ART 121 or permission of instructor.

The art and techniques of black and white photography. Course fee.

ART 321 **2-6 credits** **Studio I**

Prerequisites: Appropriate 200-level course and permission of division dean.

Individual development according to talent in one of the following specialties: painting, sculpture, graphic design and drawing. May be repeated for credit. Two hours of studio per week for each hour of credit. Course fee.

ART 322 **3 credits** **History of Art I**

General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture and sculpture.

ART 323 **3 credits** **History of Art II**

Studies in modern art as related to cultural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 325 **3 credits** **History of Photography**

Studies in photography from the early inventors to the modern masters. Also, students will have an opportunity to discuss photographs of their own creation.

ART 326 **3 credits****Art in the Elementary School***Prerequisite:* ART 121

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experiences.

ART 327 **3 credits****Art in the Secondary School***Prerequisite:* ART 121

Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work.

Included are drawing, design, three-dimensional approaches and painting, with selected field experiences.

ART 329 **3 credits****Directed Study: Readings or Research***Prerequisite:* Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 **1-3 credits****Special Topics***Prerequisite:* Permission of instructor and division dean.

A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ART 421 **2-6 credits****Studio II***Prerequisites:* ART 321 and permission of instructor.

Continuation of individual development with special focus on approaches and techniques of individual conceptualization as well as perceptive/manipulative skills. May be repeated for credit. Two hours of studio per week for each hour of credit. Course fee.

ART 429 **1-3 credits****Advanced Directed Study and Research***Prerequisites:* Permission of instructor and division dean.

Intensive individual study in a particular aspect of art that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Biology Course Descriptions

BIO 121 **3 credits****Introduction to Biology***(Non-Majors)*

A general, coordinated study of living organisms including human beings. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Offered every semester.

BIO 125 **4 credits****Principles of Biology***(Majors)*

A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee.

BIO 126 **3 credits****Environmental Science***(Non-Majors)*

A course designed to provide students with basic, applied knowledge of ecosystems and their functions, populations, air and water pollution, hazardous waste disposal, the development and conservation of natural resources, species extinction, sustainable development, and environmental chemistry. Offered every semester.

BIO 220 **3 or 4 credits****Human Anatomy and Physiology***Prerequisite:* BIO 121 or 125.

Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular and endocrine systems. Three or four lectures per week.

BIO 224 3 credits**Health Science**

A study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

BIO 225 4 credits**Human Anatomy and Physiology I with Lab**

A study of cell chemistry and structure, tissues, the integument, the skeletal system, muscle and the nervous system. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee.

BIO 226 4 credits**Human Anatomy and Physiology II with Lab**

A study of the senses and the endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Inheritance and human development will also be considered. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee.

BIO 311 4 credits**Invertebrate Zoology**

Prerequisite: BIO 125 or permission of division dean.

A study of the main characteristics of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee.

BIO 312 4 credits**Vertebrate Zoology**

Prerequisite: BIO 311

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee.

BIO 313 4 credits**Botany**

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee.

BIO 321 4 credits**Vertebrate Embryology**

Prerequisite: BIO 125

A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in the fall semester of odd years. Course fee.

BIO 322 4 credits**Comparative Vertebrate Anatomy**

Prerequisite: BIO 125

Elective for biology majors. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week. Course fee.

BIO 323 4 credits**Introduction to Plant Taxonomy**

Prerequisites: BIO 125 and BIO 313

A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa and survey of taxonomic literature. Three lectures and one three-hour laboratory per week. Course fee.

BIO 324 4 credits**Cell Physiology**

Prerequisites: BIO 125 and CHE 124

An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered in the spring semester of odd years. Course fee.

BIO 325 4 credits**Ecology**

Prerequisite: BIO 125

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week. Course fee.

BIO 329 **3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

BIO 100-400 **1-3 credits****Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

BIO 421 **4 credits****Genetics**

Prerequisites: BIO 125 and CHE 311 or permission of instructor.

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered in the fall semester of even years. Course fee.

BIO 422 **3 credits****Immunology**

Prerequisite: BIO 324 or permission of instructor.

A study of the immune response with emphasis on antigenicity and the structure of antibodies.

BIO 424 **4 credits****Parasitology**

Prerequisite: BIO 311

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in the fall semester of odd years. Course fee.

BIO 425 **4 credits****Microbiology**

Prerequisites: BIO 125 and CHE 124

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered in the spring semester of even years. Course fee.

BIO 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Chemistry Course Descriptions

CHE 121 **3 credits****Chemistry and Society**

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals. Offered every semester.

CHE 123 **4 credits****General Chemistry I**

Required of students majoring in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee.

CHE 124 **4 credits****General Chemistry II**

Prerequisite: CHE 123

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee.

CHE 311 4 credits**Organic Chemistry I***Prerequisite:* CHE 124

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee.

CHE 312 4 credits**Organic Chemistry II***Prerequisite:* CHE 311

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee.

CHE 321 4 credits**Quantitative Chemical Analysis***Prerequisites:* CHE 124 and MAT 161

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, compleximetric titrimetry, iodimetry and gravimetry. Two lectures and two three-hour laboratories per week. Offered in alternate years. Course fee.

CHE 329 3 credits**Directed Study: Readings or Research***Prerequisite:* Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

CHE 100-400 1-3 credits**Special Topics***Prerequisite:* Permission of instructor and division dean.

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

CHE 429 1-3 credits**Advanced Directed Study and Research***Prerequisites:* Permission of instructor and division dean.

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

CLAST Course Descriptions

COL 102 0 credits**CLAST Remediation**

A course required of all students who fail any of the four parts of the CLAST. It is intended to remediate individual academic deficiencies. Each section focuses on reading, English language skills, essay, or math. Lab work required. Course Fee.

COL 299 0 credits**CLAST Administration**

Administration of CLAST (College Level Academic Skills Test). Test Fee.

Computer Information Systems Course Descriptions

COM 123 3 credits**Introduction to Word Processing on Microcomputers**

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts and research papers. Students will use a word processing application package to learn the fundamentals of computer keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Course fee.

COM 130 **3 credits**
Microcomputer Applications

An introduction to uses of microcomputers with emphasis on the operating system, word processing, spreadsheets and data bases. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers. Course fee.

COM 201 **3 credits**
Principles of Data Processing

A framework for the analysis and development of management information systems through a study of computer systems, required input, programs, files, documents and reports for typical information systems.

COM 205 **3 credits**
Programming in BASIC

Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee.

COM 206 **3 credits**
Programming in Pascal

Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to information processing and problem solving through the use of the Pascal programming language in the laboratory. Students use algorithms and computers logic to translate data into information through structure design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee.

COM 207 **3 credits**
Programming in C

Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to information processing and problem solving through the use of the C programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee.

COM 210 **3 credits**
Computer Language and Logic

Prerequisite: COM 205 or permission of instructor.

Continued application of procedure-oriented languages. The student will use algorithm components and programming languages logic to translate data information through structured design, coding, testing and debugging more complex computer programs. Course fee.

COM 220 **3 credits**
COBOL Programming

Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks and report generation. Course fee.

COM 230 **3 credits**
Spreadsheet Applications

Prerequisites: COM 130 or permission of instructor.

An advanced course in the design and construction of spreadsheet applications. Students learn how to build template spreadsheets, to combine spreadsheets, to design and use macros, to use financial and statistical functions, to prepare graphs and to manipulate data by using sorts and queries. Introductory knowledge of a spreadsheet (e.g., LOTUS, VP-Planner, etc.) is required. Course fee.

COM 310 3 credits**Software and Hardware Concepts**

Prerequisite: COM 130 or permission of instructor.

A study of computer systems and the relationships between hardware architecture, systems software and application software. Topics include mainframes, minicomputers, microcomputers and their operating systems and applications programs; input and output hardware; data communications; networking; and office automation. Course fee.

COM 320 3 credits**Systems Analysis and Design**

Prerequisite: COM 130 or permission of instructor.

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance and documentation. Students are given real life systems to design, implement and document. Course fee.

COM 329 3 credits**Directed Study or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue a particular aspect of computer studies that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

COM 100-400 1-3 credits**Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in computer studies that is designed for a specific class level: freshman (100) through seniors (400). Topic is announced in advance of registration.

COM 410 3 credits**Data Base Concepts**

Prerequisite: COM 130 or permission of instructor

Structures of data base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data base administrators. Students will use a real management system in the laboratory to create and maintain data files. Course fee.

COM 421/MGT 421 3 credits**Management Information Systems**

Prerequisites: MGT 301 and COM 130 or permission of instructor.

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes.

COM 422 3 credits**Advanced Data Base Concepts**

Prerequisite: COM 410 or permission of instructor.

Continuation of COM 410 with in-depth study of file management and data base/data communications. Case studies will be used to show the development, design and implementation of functional information systems. Course fee.

COM 429 1-3 credits**Advanced Directed Study and Research**

Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of computer studies that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

COM 499 3 credits**Information Resource Management**

Prerequisite: COM 421 or permission of instructor.

An advanced course for computer information systems emphasizing the integration of information and environmental systems to support broad strategic planning decisions. This course will involve lectures, readings and discussions.

Criminology Course Descriptions

CRM 220 3 credits

Survey of the Criminal Justice System

Prerequisite: POL 123

An introductory overview of the American criminal justice system that examines crime and victimization trends, crime prevention programs, law enforcement, prosecution, defense, adjudication, sentencing, corrections, and criminal justice policy making.

CRM 225 3 credits

Criminal Investigation

This course covers the fundamental components of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases is stressed. The course objective will be to provide the student with an in-depth examination of the science and art of criminal investigations. Class presentations and crime scene simulations will focus on the use of physical evidence, investigative techniques, due process considerations, and the role of the physical, biological, and social sciences in case development.

CRM 321 3 credits

Substantive Criminal Law

Prerequisite: POL 123

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against: persons, habitation, property, the public order and morals.

CRM 322

3 credits

Law of Criminal Procedure

Prerequisite: POL 123

This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships between the U.S. Constitution, courts and criminal procedure. Topics covered include remedies for state law-breaking, initial police - citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea, and post-sentencing considerations.

CRM 326

3 credits

Theories of Criminal Behavior

Prerequisite: SOC 121 or PSY 121

This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social and economic correlations of crime. The focus is on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

CRM 327

3 credits

Typologies of Criminal Behavior

Prerequisite: Junior standing or permission of instructor

This course presents a typology of the major systems of criminal behavior in the United States. Topics covered include the principles of criminal topologies, violent personal crime, occasional property crime, public order crime, conventional crime, criminal careers, political crime, occupational crime, corporate crime, organized crime, and professional crime.

CRM 329

1-3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division dean.

A variable content course in criminology that is designed for individuals or small groups of students to pursue in depth a particular aspect of crime, law, or the criminal justice system that is not covered or is treated lightly in regular course offerings.

CRM 420 3 credits***Prosecution and Adjudication******Prerequisites:* POL 123 and CRM 220**

This specialized course focuses on the processes and issues of criminal prosecution and adjudication. Upon successful completion of this class, the student should understand the major strategies, problems, and procedures of prosecuting, trying, and sentencing criminal offenders. Subject matter will include charging discretion, plea bargaining, the operation of state and U.S. attorney offices, case preparation and presentation, trial procedure, the criminal court system, criminal defense and public defenders, juries, verdicts, and sentencing options.

CRM 421 3 credits***Juvenile Justice******Prerequisites:* POL 123 and CRM 220**

This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem, the measurement of official delinquency, unofficial accounts of delinquency, the role of the family, schools, and peers; an overview of the juvenile justice process including law enforcement, courts, corrections; and efforts towards delinquency prevention and prediction.

CRM 422 3 credits***Law Enforcement Systems******Prerequisites:* POL 123 and CRM 220**

This course provides a comprehensive examination of American law enforcement systems at the federal, state and local levels. The student should gain an understanding of patrol strategies, field training, detective operations, case screening, crime laboratory, police corruption, use of force, due process issues, community relations, law enforcement information systems, professionalism, job stress, and innovations in policing.

CRM 430 3 credits***Correctional Systems******Prerequisites:* POL 123 and CRM 220**

This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes, and current problems of correctional systems will be the topics of study. More specifically, the course will cover: the history of corrections in the U.S., short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole, and community corrections.

CRM 425 3 credits***Field Placement in Criminology******Prerequisites:* Senior standing, enrollment in the campus program, and permission of the Field Placement Committee**

The criminology practicum is intended to be offered to students without professional criminal justice work experience. It is a 560-hour (15-semester hour) unpaid, supervised internship which may be taken only at specific agency provider sites, and only upon approval of the host agency and the Criminology Field Placement Committee. Presently, provider agencies include the Hillsborough County Sheriff's Office, U.S. District Court: Office of Probation and Parole, the U.S. Customs Service, Pasco Juvenile Detention Center, and Florida Department of Corrections (Office of Probation and Parole or Zephyrhills Correctional Institution). Other agencies can be included upon request if they meet provider site criteria.

CRM 499 3 credits***Senior Seminar in Criminology******Prerequisite:* Senior standing in Criminology**

This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior criminology major's knowledge level through the administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies.

Dance Course Descriptions

DAN 112 *Dance Performance* 1-2 credits

Prerequisite: Admission by audition.

The learning and presenting of dance in concert.

DAN 125, 126 *Introduction to Modern Dance I & II* ea. 2-3 credits

Fundamentals of modern dance technique, including the development of strength, flexibility, balance, control and endurance, with emphasis on proper body alignment.

DAN 127, 128 *Introduction to Ballet I & II* ea. 2-3 credits

Fundamentals of classical ballet technique, including barre, center floor and locomotor movement.

DAN 129, 130 *Introduction to Modern Jazz Dance I & II* ea. 2-3 credits

Fundamentals of modern jazz dance, including coordination, rhythm and isolation.

DAN 131 *Introduction to Tap* 2-3 credits

The study of tap dance on the elementary level through the development of flexibility, endurance, strength, kinesthetic awareness, precision and rhythm.

DAN 225, 226 *Intermediate Modern Dance I & II* ea. 2 credits

Prerequisite: Introduction to Modern Dance I & II or permission of instructor.

The study of modern dance technique on the intermediate level.

DAN 227, 228 *Intermediate Ballet I & II* ea. 2 credits

Prerequisite: Introduction to Ballet I & II or permission of instructor.

The study of classical ballet technique on the intermediate level.

DAN 231 *Intermediate Tap* 2 credits

Prerequisite: DAN 131 or permission of instructor.

The study of tap dance on the intermediate level through the development and refinement of fundamentals.

DANCE 234, 235 *Intermediate Modern Jazz Dance I & II* ea. 2 credits

Prerequisite: Introduction to Modern Jazz Dance I and II or permission of instructor.

The study of modern jazz dance on the intermediate level.

DAN 236 *Dance Production* 2 credits

The study of various aspects of dance production with practical application in concert.

DAN 237 *Music for Dance* 2 credits

Prerequisite: Intermediate dance technique.

Rhythmic and structural analysis of music for dance technique, performance and composition.

DAN 321 *Dance History: Ballet* 3 credits

A study of ballet in France, Italy, Russia, England and the United States from the 15th to the 20th centuries.

DAN 322 *Dance History: Modern Dance* 3 credits

A study of the development of various modern dance forms, including social, theatrical, jazz and modern dance.

DAN 323 *Labanotation* 3 credits

Prerequisite: Intermediate dance technique.

The study and practice of reading and recording dance movement by means of symbols as devised by Rudolf Laban.

DAN 325, 326 *Advanced Intermediate Modern Dance I & II* ea. 2 credits

Prerequisite: Intermediate Modern Dance I or II or permission of instructor.

The study of the specific technique of a contemporary modern dancer on the advanced/intermediate level.

DAN 327, 328 *Advanced Intermediate Ballet I & II* ea. 2 credits

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced intermediate level.

DAN 329 3 credits***Directed Study or Research***

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue a particular aspect of dance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

DAN 330 1 credit***Pointe***

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on pointe.

DAN 332 3 credits***Dance in the Secondary School***

Prerequisite: Intermediate technique, junior or senior.

Methods of teaching dance based on anatomical knowledge of the body with concentration on effective presentation skills, feedback and evaluation and development of lesson plans.

DAN 334 3 credits***Kinesiology for Dancers***

Prerequisite: Intermediate technique, junior or senior.

An introduction to the study of human movement with specific application to dance, including anatomical structure, postural analysis and injury prevention.

DAN 335 3 credits***Dance in the Elementary School***

Prerequisite: Intermediate technique, junior or senior standing.

Instruction in movement skills, child development and creative activities needed to guide the child in the cultivation of movement.

DAN 100-400 1-3 credits***Special Topics***

Prerequisite: Permission of instructor and division dean.

A variable content course in dance designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

DAN 421 3 credits***Dance Composition I***

Prerequisite: Intermediate dance technique.

The study of the structure of dance beginning with movement, phrasing, and patterns and progressing to traditional dance forms, including AB, ABA, theme and variation, and rondo.

DAN 422 3 credits***Dance Composition II***

Prerequisite: Dance Composition I.

The study of dance styles through improvisation and composition and the development of duet, trio and group dances.

DAN 425, 426 ea. 2 credits***Advanced Modern Dance I & II***

Prerequisite: Advanced Intermediate Modern Dance I or II or permission of instructor.

Continuation of the study of a specific technique of a contemporary modern dancer on the advanced level with some work in repertory.

DAN 427, 428 ea. 2 credits***Advanced Ballet I & II***

Prerequisite: Advanced Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced level.

DAN 429 1-4 credits***Advanced Directed Study and Research***

Prerequisite: Permission of instructor and division dean.

Intensive individual study of a particular aspect of dance not covered in the regular dance curriculum. Enrollment must be made before registration in the form of a written proposal. May be repeated for credit.

DAN 430 3-12 credits***Dance Internship***

Prerequisite: Intermediate technique, junior or senior, 2.5 GPA. Permission of instructor.

Supervised field placement giving students an opportunity to study and work in a professional dance environment relating to their specific area of placement. Placements are available in dance studios, professional companies and recreational facilities.

DAN 433, 434 ea. 2 credits***Specialized Study in Advanced Dance******Technique***

Prerequisites: Advanced Modern Dance I & II, Advanced Ballet I & II and permission of instructor.

Open to exceptional dance students who have attained an advanced level in modern dance and ballet and need further study, including individualized instruction.

Economics Course Descriptions

ECO 201 3 credits ***Principles of Macroeconomics***

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the gross domestic product and its components.

ECO 202 3 credits ***Principles of Microeconomics***

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

ECO 302 3 credits ***Intermediate Price Theory*** *Prerequisite: ECO 202*

An in-depth study of microeconomic theory and its application to accounting, banking and finance. Quantitative methods will be introduced in basic problem-solving cases.

ECO 329 3 credits ***Directed Study: Readings or Research*** *Prerequisite: Permission of instructor and division dean.*

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ECO 366 3 credits ***Money and Banking*** *Prerequisite: ECO 201*

The study of money and its effects on prices, output and employment. Emphasis on monetary theory and policy.

ECO 100-400 1-3 credits ***Special Topics*** *Prerequisite: Permission of instructor and division dean.*

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or at registration.

ECO 423 3 credits ***Public Finance and Taxation*** *Prerequisites: ECO 201 and ECO 202.*

A study and economic analysis of government expenditures, taxation, public debt, and monetary and fiscal policies. A critical examination of the role of the public sector in a mixed capitalistic system.

ECO 424/POL 424 3 credits ***International Political Economy*** *Prerequisite: ECO 201*

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U.S. economic foreign policy.

ECO 427 3 credits ***Economic History of the United States*** *Prerequisites: ECO 201 and ECO 202.*

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt and American political philosophies.

ECO 429 1-3 credits ***Advanced Directed Study and Research*** *Prerequisite: Permission of instructor and division dean.*

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Education Course Descriptions

EDU 180 **3 credits**

Practicum I: Basic Principles of Teaching

This course begins the future teacher's preparation. It also provides the opportunity for students to determine if teaching is something they want to pursue. Each student spends approximately 6 hours per week doing directed observation and tutorial work in the classroom. Seminars focus on basic themes derived from Florida Essential Generic Teaching Competencies.

EDU 221/PSY 221/SWK 221 **3 credits**

Child and Adolescent Development

A longitudinal study of human development, considering the emotional, physical, social, and cognitive factors of growth from the prenatal period through adolescence. Topics include, but are not limited to, cognitive development, memory and language development, personality development, perceptual development, nature-nurture controversy, brain and nervous system development, motor development, gender role development, and developmental research methods. Three hours per week. Field observations required.

EDU 222 **3 credits**

Contemporary Concerns in School and Society

Prerequisite: EDU 221

The study of societal issues which have an impact on the functioning of the schools. The major emphasis is on interventive techniques which are effective in multicultural education and with students who are at risk.

EDU 228 **3 credits**

Microcomputers in Education

Prerequisite: EDU 221 (or concurrently).

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, evaluation of educational software, and basic programming for the teacher.

EDU 280 **3 credits**

Practicum II: Introduction to the Instructional Process

Prerequisite: EDU 180 and EDU 221.

The principle objective of this course is to teach the student how to write, present, and evaluate a lesson plan. Students spend 7-8 hours per week observing and teaching. Seminars provide education in direct instruction and opportunities for peer teaching practice. This course includes substantial instructor feedback and at least one formal observation.

EDU 304 **3 credits**

The Exceptional Child

Prerequisite: EDU 221 (or concurrently).

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical and psychological implications for education. Offered only fall semester on main campus.

EDU 305 **3 credits**

Physical Education in the Elementary School

Prerequisite: EDU 221 and Sophomore standing.

Designed for elementary education concentrators. Emphasis is on teaching skills, reference materials and equipment.

EDU 315 **3 credits**

Theory and Research in Early Childhood

Prerequisite: EDU 221

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice. Three hours per week and scheduled field experiences. Offered only fall semester on main campus.

EDU 316 **3 credits**

Curriculum and Methods for Early Childhood

Prerequisite: EDU 221 and EDU 315.

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education. Three hours per week and scheduled field experiences. Offered only spring semester on main campus.

EDU 325/SPH 325 3 credits***Introduction to Speech Disorders***

Prerequisite: EDU 221 and EDU 304.

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders. Offered only fall semester on main campus.

EDU 326 3 credits***Art in the Elementary School***

Prerequisite: EDU 221

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experience. Offered fall semester only.

EDU 329 3 credits***Directed Study: Readings or Research***

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 330 3 credits***Mathematics in the Elementary School***

Prerequisite: MAT 131 and EDU 221.

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids. Three hours per week and scheduled field experiences. Offered only fall semester on main campus.

EDU 331 3 credits***Humanities in the Elementary School***

Prerequisite: EDU 221

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school. Includes folklore, poetry, fantasy, and realism. Offered only fall semester on main campus.

EDU 332 3 credits***Language Arts Development in the Elementary School***

Prerequisite: EDU 221

A survey of the development of language arts skills from birth through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered only spring semester on main campus.

EDU 333/ENG 333 3 credits***Adolescent Literature***

Prerequisites: ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

EDU 334 3 credits***Introduction to Teaching Reading in the Elementary School***

Prerequisites: EDU 221 and EDU 280; may be taken concurrently with EDU 280.

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills. Three hours per week and scheduled field experiences. Offered only spring semester on main campus.

EDU 335 3 credits***Diagnosis and Remediation of Reading Problems in the Elementary School***

Prerequisites: EDU 221 and EDU 334

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered only fall semester on main campus.

EDU 337 3 credits***Children's Literature in the Elementary School***

Prerequisite: EDU 221

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books. Offered fall semester only.

EDU 338 3 credits***Science in the Elementary School***

Prerequisites: At least one college-level science course, EDU 221, and EDU 280; may be taken concurrently with EDU 280.

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered only fall semester on main campus.

EDU 339 3 credits***Social Studies in the Elementary School***

Prerequisites: EDU 221 and EDU 280; may be taken concurrently with EDU 280.

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing tests, developing materials for resources, and utilizing methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered only spring semester on main campus.

EDU 100-400 1-3 credits***Special Topics***

Prerequisite: Permission of instructor or division dean.

A variable content course in education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

EDU 405 3 credits***Foundations of Mental Retardation***

Prerequisite: EDU 221 and EDU 304

Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and environmental causes of retardation and societal implications.

EDU 406 3 credits***Curriculum and Methods for the Educable Mentally Retarded***

Prerequisite: EDU 221, EDU 304 and EDU 405

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development.

EDU 407 3 credits***Curriculum and Methods for the Trainable Mentally Retarded***

Prerequisite: EDU 221, EDU 304 and EDU 405

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts.

EDU 408 3 credits***Clinical Practices in Special Education***

Prerequisite: EDU 221 and EDU 304

This course reviews the federal law and state regulations regarding educational placement and planning for the exceptional student. Emphasis is placed on diagnostic assessment, staffing procedures as well as on the writing and implementation of the Individual Education Plan. Offered only spring semester on main campus.

EDU 422 3 credits***Educational Media in the Elementary School***

Prerequisite: EDU 221

Preparation, production and use of educational media including graphics, photography and personally produced video materials as instructional media.

EDU 425 3 credits***Educational Management and Organization***

Prerequisite: Senior standing or permission of instructor and division dean.

A broad and critical analysis of school and classroom management issues which includes the organization of the American educational system, legal issues related to education including the rights of both teachers and students, and the Florida Performance Management System.

EDU 427 3 credits***Measurement and Evaluation***

Prerequisites: EDU 221, EDU 304 and at least junior standing.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation, including testing of the exceptional child.

EDU 428 **3 credits**
Critical Issues in Curriculum and Philosophy
Prerequisite: Senior standing or permission of instructor and division dean

This is a capstone academic course for the teacher education major and should be taken the semester prior to the final internship. Using the framework of current issues, the student will synthesize practical and theoretical knowledge in the field of education, with special emphasis on curriculum and philosophy.

EDU 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

EDU 430 **3 credits**
Nature and Needs of the Gifted
Prerequisite: EDU 221 and EDU 304.

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming, and non-categorical approaches.

EDU 431 **3 credits**
Curriculum Procedures for Gifted
Prerequisite: EDU 430

Focus is on content modification, skills adaptation, problem finding and problem solving, creativity training, instructional strategies and personal preparation for educators of the gifted. Content modification includes math, science, social studies, and the visual and performing arts. Special emphases include developing individualized education plans and the gifted adolescent in transition.

EDU 432 **3 credits**
Guiding the Gifted Child
Prerequisite: EDU 430

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

EDU 433 **3 credits**
Educating Special Populations of Gifted
Prerequisite: EDU 430

The focus of this course is on understanding the issues and influences impacting upon the identification and education of special populations of gifted students. These populations include the under-represented minorities (Black, Hispanic, Asian-American, and American Indian), the underachieving gifted, learning disabled/gifted, minority language gifted, handicapped gifted, and the highly gifted.

EDU 434 **3 credits**
Theory and Development of Creativity for the Gifted
Prerequisite: EDU 430

This course examines the theories of creativity and the elements of the creative process. Strategies and techniques will be developed for encouraging creative behavior in gifted students.

EDU 435 **3 credits**
Advanced Diagnosis and Remediation of Reading Problems in the Elementary School
Prerequisite: EDU 334 and EDU 335

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 439 **3 credits**
Special Methods of Teaching Secondary Subjects
Prerequisite: Acceptance to Teacher Preparation Program, EDU 280 and junior standing.

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher behaviors, the facilitation of methodologies and classroom management. Three hours per week and scheduled field experiences.

EDU 460 3 credits
Planning Individualized Instruction in the Elementary School
Prerequisite: EDU 221 and at least junior standing.

Examination and application of various techniques used to form individual learning plans. Includes theory, practice and application of techniques in the classroom, both elementary and secondary. Three hours per week and scheduled field experiences.

EDU 472 3 credits
Theory and Practice of Curriculum Development
Prerequisite: Permission of division dean.

Study of theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process.

EDU 480 12 credits
Internship
Prerequisite: Completion of all education requirements including EDU 280, a cumulative 2.50 grade point average, and a grade of C or better in all education courses.
Corequisite: EDU 481

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved students who have applied for student teaching through the Division of Professional Studies. This is a pass/fail course. Course fee.

EDU 481 1 credit
Internship Seminar
Corequisite: EDU 480 or consent of department.

Problem-solving seminar to accompany student teaching experience (EDU 480). This is a pass/fail course.

EDU 490 3 credits
Educational Theories of Learning Disabilities
Prerequisite: EDU 221 and EDU 304

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the educational problems of SLD children. Three hours per week and scheduled field experiences.

EDU 491 3 credits
Methods and Materials for the Learning Disabled I
Prerequisites: EDU 221, EDU 304, and EDU 490

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness, and transition. Three hours per week and scheduled, supervised fieldwork.

EDU 492 3 credits
Methods and Materials for the Learning Disabled II
Prerequisites: EDU 304, EDU 490

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics. Three hours per week and scheduled field work.

EDU 493 3 credits
Classroom Management in Special Education
Prerequisites: EDU 304, EDU 490, and senior standing

Investigation and application of behavior management principles for use with exceptional students. Clinical diagnosis of problems, development of specific behavioral plans for individual students and classrooms.

EDU 495 3 credits
Educational Programming for the Emotionally Disturbed
Prerequisite: EDU 221 and EDU 304

This course focuses on the way the characteristics and needs of emotionally handicapped children are shaped through the educational program. Course work involves the preparation of Individual Educational Plans for the emotionally handicapped. Three hours per week and scheduled field work.

English Course Descriptions

COL 104 **1 credit**

College Study Skills

Prerequisite: Entering freshman status.

The course helps students develop and improve study skills and provides guidance and hands-on practice to achieve academic success.

ENG 112 **3 credits**

College Reading Skills

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading. Course fee.

ENG 114 **3 credits**

Composition and Grammar for Speakers of Other Languages

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written English.

ENG 118 **3 credits**

Composition for Speakers of Other Languages

Prerequisite: ENG 120 or waiver.

A course designed to help non-native speakers improve their reasoning and writing skills, especially for academic purposes. Increased emphasis is on English idiomatic usage.

ENG 120 **3 credits**

Basic Composition Skills

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. To ensure competence in oral communications, a speech component is included. Course fee.

ENG 121 **3 credits**

Composition

Prerequisite: Minimum of "C" grade in ENG 112 and ENG 120 or waiver.

Required of all freshmen. The techniques of effective writing, logical thinking and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Course fee in ENG121C.

ENG 122 **3 credits**

Composition and Literature

Prerequisite: ENG 121

A continuation of ENG 121. Expository writing based on analytical study of literary genres. To ensure competence in oral communications, a speech component is included.

ENG 201 **3 credits**

Expository Writing

Prerequisite: ENG 122

The writing of effective, clear, and moving exposition with special emphasis on syntax, logical fallacies, style, argumentation, and critical thinking.

ENG 221 **3 credits**

Survey of English Literature I

Prerequisite: ENG 122

An introduction to the poetry, prose and drama of English literature from its beginnings through the 18th century.

ENG 222 **3 credits**

Survey of English Literature II

Prerequisite: ENG 122

An introduction to English literature from the 19th century to World War I.

ENG 223 **3 credits**

Survey of American Literature I

Prerequisite: ENG 122

An introduction to American literature from the colonial writers through the romantics: Bradstreet, Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

ENG 224 **3 credits**

Survey of American Literature II

Prerequisite: ENG 122

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman, Dickinson, and Twain through O'Neill and Hemingway.

ENG 225 **3 credits**

World Literature I

Prerequisite: ENG 122

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

ENG 226 **3 credits**

World Literature II

Prerequisite: ENG 122

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism.

ENG 227 3 credits**Basic Journalistic Writing***Prerequisite:* ENG 122

Basic theories and procedures in collecting and writing news.

ENG 317 3 credits**Black American Literature***Prerequisite:* ENG 122

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin and Toni Morrison.

ENG 318 3 credits**Communications Pre-Internship**

Prerequisites: ENG 122, acceptance to the internship by the area coordinator of English, and approval by the division dean.

Provides students an opportunity to use their writing skills in an arena where they will work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit.

ENG 321 3 credits**The English Novel***Prerequisite:* ENG 122

The historical development of the English novel of the 18th and 19th centuries.

ENG 323 3 credits**History and Structure of the English Language***Prerequisite:* ENG 122

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary.

ENG 324 3 credits**Reviewing and Critical Writing***Prerequisite:* ENG 122

Writing and analyzing reviews of films, plays and television programs.

ENG 326/THE 326 3 credits**Playwriting**

Prerequisite: ENG 122 or permission of instructor.

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization.

ENG 328 3 credits**Biography and Autobiography***Prerequisite:* ENG 122

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.

ENG 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ENG 333/EDU 333 3 credits**Adolescent Literature***Prerequisite:* ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

ENG 334 3 credits**Writing the Short Story**

Prerequisite: ENG 122 or permission of instructor.

Technique in writing short fiction: plot, characterization, point of view, setting, style.

ENG 335 3 credits**Verse Writing**

Prerequisite: ENG 122 or permission of instructor.

Technique in writing poetry: theme, imagery, musical devices and metrics.

ENG 337 3 credits**Children's Literature**

Prerequisite: ENG 122 or permission of instructor.

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

ENG 338/THE 338 3 credits**Modern American Drama***Prerequisite:* ENG 122

A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

ENG 339/THE 339 3 credits**Modern British and European Drama***Prerequisite:* ENG 122

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne.

ENG 100-400 1-3 credits**Special Topics***Prerequisite:* Permission of instructor and division dean.

A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ENG 422 3 credits**Shakespeare***Prerequisite:* ENG 122

Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development.

ENG 427 3 credits**Restoration and Eighteenth-Century English Literature***Prerequisite:* ENG 221 or 222

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

ENG 428 3 credits**Communications Internship***Prerequisites:* ENG 318, acceptance to the internship by the chair of the English department, and approval by the division dean.

Provides students an opportunity to use their skills in a professional setting by allowing them to work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit.

ENG 429 1-3 credits**Advanced Directed Study and Research***Prerequisites:* Permission of instructor and division dean.

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with instructor.

ENG 430 3 credits**Independent Writing***Prerequisite:* ENG 122 and permission of instructor.

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

ENG 431 3 credits**Nineteenth-Century English Literature***Prerequisite:* ENG 221 or 222

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

ENG 433 3 credits**Modern British and American Writers***Prerequisites:* ENG 221, 222, and 223 or 224

A study of selected poetry and fiction by British and American writers since 1900.

ENG 435 3 credits**Literary Criticism***Prerequisite:* English 122 and permission of instructor.

Principles and methods of literary criticism; application of critical methods to works by representative writers.

ENG 436 3 credits**Chaucer and Milton***Prerequisite:* ENG 122

A study of selected works by two "literary giants" in English literature.

Environmental Science Course Descriptions

ENV 201 ***3 credits*** ***Geoscience***

This course will familiarize the student with the basic characteristics of the lithosphere and hydrosphere. The information presented in this course will be directly applicable to an understanding of the physical environment and processes in which biological activity occurs. The course will also investigate the nature of the physical environment from the standpoint of resource utilization. Offered in the fall semester of even years.

ENV 401 ***4 credits*** ***Advanced Environmental Science*** ***Prerequisites: BIO 325 and CHE 312***

This course will provide the student with simulated work experiences and detailed information on the major technical topics which are encountered in the daily job responsibilities of professional environmental scientists. This course will constitute direct preparation for positions in the field. Offered in the fall semester of odd years.

ENV 402 ***1 credit*** ***Environmental Regulations*** ***Prerequisite: BIO 325***

This course will provide the student with a working knowledge of the major federal legislation which governs the use of environmental resources in the United States. In addition, information on the regulatory framework in the U.S. and in Florida will be presented. Legislation will be discussed from the viewpoint of the professional environmental scientist. Offered in the spring semester of odd years.

ENV 403 ***3 credits*** ***Seminar in Environmental Science*** ***Prerequisite: BIO 325***

This course is designed to prepare the student for successful performance as a professional environmental scientist. A large portion of the course will be concerned with providing the student with a thorough understanding of the environmental assessment process, the most common tool of the environmental scientist. Additionally, the course will introduce the student to the broad range of other disciplines related to the field. Offered in the spring semester.

Finance Course Descriptions

FIN 102 ***3 credits*** ***Personal Finance***

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning, and annuities and estate planning.

FIN 325 ***3 credits*** ***Principles of Finance*** ***Prerequisite: ACC 201***

A base of financial analytical tools is presented along with relevant financial theory and institutional material. Includes management of working capital, capital budgeting and financing. Not open to a student who has credit for FIN 326. Course fee.

FIN 326 ***3 credits*** ***Financial Management in Health Care Administration*** ***Prerequisite: ACC 201***

This course is a survey of basic financial management concepts and techniques used in health services administration. Emphasis is placed on financial statement analysis, working capital management, sources of financing, budgets, and investment decisions. Not open to a student who has credit for FIN 325.

FIN 100-400 ***1-3 credits*** ***Special Topics*** ***Prerequisite: Permission of instructor and division dean.***

A variable content course in finance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

Fine Arts Course Descriptions

FAS 121 **3 credits** ***Introduction to Fine Arts***

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 **3 credits** ***Introduction to Film***

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

FAS 329 **3 credits** ***Directed Study: Readings or Research*** *Prerequisite: Permission of instructor and division dean.*

Designed for small groups of students to pursue in depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

FAS 100-400 **1-3 credits** ***Special Topics*** *Prerequisite: Permission of instructor and division dean.*

A variable content course in fine arts that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FAS 429 **1-3 credits** ***Advanced Directed Study and Research*** *Prerequisite: Permission of instructor and division dean.*

Intensive individual study in a particular aspect of fine arts that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Foreign Languages Course Descriptions

FRL 329 **3 credits** ***Directed Study: Readings or Research*** *Prerequisite: Permission of instructor or division dean.*

Designed for small groups of students to pursue in depth a particular aspect of foreign languages that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

FRL 100-400 **1-3 credits** ***Special Topics*** *Prerequisite: Permission of instructor and division dean.*

A variable content course in foreign languages that is designed for a specific class level: freshman (100) through senior (400).

FRL 429 **1-3 credits** ***Advanced Directed Study and Research*** *Prerequisite: Permission of instructor and division dean.*

Intensive study in a particular aspect of foreign languages that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Spanish Course Descriptions

SPA 111 **3 credits** ***Spanish Level 1-A*** *Prerequisite: None*

Course goals are given at SPA 112

SPA 112 **3 credits** ***Spanish Level 1-B (General only)*** *Prerequisite: SPA 111 or one year of high school Spanish.*

A course designed to enable the student to: (1) speak so as to satisfy simple courtesy and on only familiar topics; (2) understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) write adequately to meet limited practical needs.

SPA 211 3 credits
Spanish Level 2-A
Prerequisite: SPA 112 or two years of high school Spanish or placement.

- I. Business Spanish; or
- II. Health-related Spanish

Course goals are given at SPA 212; may be repeated with different subject matter.

SPA 212 3 credits
Spanish Level 2-B
Prerequisite: SPA 211.I or 211.II, respectively.

- I. Business Spanish; or
- II. Health-related Spanish

A course designed to enable the student to: (1) speak so as to satisfy routine social demands and limited work requirements; (2) understand utterances at this same level; (3) read simple authentic material within a familiar context; and (4) write routine social correspondence and meet most limited work requirements.

SPA 311 3 credits
Spanish Level 3-A
Prerequisite: SPA 212.I or 212.II, respectively.

- I. Business Spanish; or
- II. Health-related Spanish

The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social and professional topics.

SPA 312 3 credits
Spanish Level 3-B
Prerequisite: SPA 311.I or 311.II, respectively.

Composition and Advanced Conversation.

A non-technical course to complete the goals of Level 3.

SPA 329 3 credits
Directed Study: Readings or Research
Prerequisite: SPA 312 *Peninsular Literature*

Selected works in Spanish literature combining library and videocassette studies.

SPA 411 3 credits
Advanced Spanish Grammar
Prerequisite: SPA 312

A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429 1-3 credits
Advanced Directed Study and Research
Prerequisite: SPA 312 *Latin American Literature*

Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

French Course Descriptions

(Prerequisites similar to Spanish.)

FRE 111 3 credits
French Level 1-A.

FRE 112 3 credits
French Level 1-B.

FRE 211 3 credits
French Level 2-A.

FRE 212 3 credits
French Level 2-B.

German Course Descriptions

(Prerequisites similar to Spanish.)

GER 111 3 credits
German Level 1-A.

GER 112 3 credits
German Level 1-B.

GER 211 3 credits
German Level 2-A.

GER 212 3 credits
German Level 2-B.

General Business Administration Course Descriptions

GBA 105 **3 credits** **Introduction to Business**

This course examines business as an active partner in our total economic system. Offering a wide scope, this study will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor and the public.

GBA 325 **3 credits** **Business Statistics I** *Prerequisite: MAT 141 or higher level mathematics.*

An introduction to probability theory and statistical analysis with application to business affairs. Sampling and distribution theory, estimation, testing hypotheses, and bi-variate linear regression are included.

GBA 326 **3 credits** **Business Statistics II** *Prerequisite: GBA 325*

A continuation of Business Statistics I into the uses of statistical inference, regression, chi-square, analysis of variance, and time series analysis. While Business Statistics I is an introduction for all business students, this second half is designed for the mathematically inclined business student to study in detail the more common statistical models being used in business and economics.

GBA 329 **3 credits** **Directed Study: Readings or Research** *Prerequisite: Permission of instructor and division dean.*

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

GBA 331 **3 credits** **Business Law I**

Introduction to the nature and foundation of law and ethics; fundamentals of the law of contracts, agency, and property rights; alternative dispute resolution; business-related torts and crimes; antitrust; consumer protection; environmental protection; employee and labor law; international legal environment; recognition of legal problems as they arise, when assistance of counsel is needed, and the lawyer-client relationship. Not open to a student who has credit for GBA 333.

GBA 332 **3 credits** **Business Law II** *Prerequisite: GBA 331 or GBA 333*

Expanded, in-depth consideration of topics covered in Business Law I (GBA 331) and the additional areas of the Uniform Commercial Code, legal aspects of the banking system and financial instruments; the creditor-debtor relationship; bankruptcy; legal forms of business organization, and securities regulation.

GBA 333 **3 credits** **Business and Health Law**

This course is a basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent, confidentiality, labor relations, patient care, and reimbursement issues. Current medical and ethical questions are examined. Not open to student who has credit for GBA 331.

GBA 334 **3 credits** **Quantitative Methods** *Prerequisite: MAT 141 and GBA 325, or permission of instructor.*

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory.

GBA 100-400 **1-3 credits** **Special Topics** *Prerequisite: Permission of instructor and division dean.*

A variable content course in general business administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GBA 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division dean.

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

GBA 498 **3 credits**
Business Policy
Prerequisites: ACC 202, FIN 325 or FIN 326, MGT 301 or MGT 302, MKT 301.
Corequisite: GBA 499

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction and computer simulations are applied. Course fee.

GBA 499 **0 credits**
Business Comprehensive Examination
Corequisite: GBA 498

Final comprehensive written examination of all business administration core courses. Examination is administered in the GBA 498 Business Policy course. Test fee.

Geography Course Descriptions

GEO 221 **3 credits**
Introduction to Physical and Cultural Geography
Prerequisite: Sophomore standing or permission of instructor.

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

GEO 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GEO 421/POL 421 **3 credits**
Political Geography
Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

Health Care Administration Course Descriptions

HCA 302 **3 credits**
Health Care Organization

This course is a descriptive study of the U.S. health care system, including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

HCA 306 **3 credits**
Health Care Economics

A basic study of the major economic issues facing the health care industry. Emphasis on the major elements of economic theory from a microeconomic perspective and how these theories are applied in the health service sector.

HCA 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of health care administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HCA 100-400 **1-3 credits****Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in health care administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HCA 402 **3 credits****Epidemiology: Community Health Analysis**

This course is a study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

HCA 410 **3 credits****Quality Improvement in Health Care**

This course is an depth study of quality improvement philosophy, methodologies, tools, and issues. Emphasized is quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship between quality improvement programs, risk management, and utilization review are closely examined.

HCA 425 **3-15 credits****Health Care Internship**

Prerequisites: FIN 325 or 326, GBA 331 or 333, HCA 302, MGT 301 or 302, and must be taken during the last 15 hours of residency.

A course designed to provide the student the opportunity to integrate and operationalize all previously learned health care management knowledge and skills. The student identifies a health management area for study. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor.

HCA 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisite: Permission of instructor and division dean.

Intensive individual study in a particular aspect of health care administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HCA 498 **3 credits****Health Planning and Policy Management**

Prerequisites: MGT 301 or 302, MGT 421, HCA 402, HCA 410, and must be taken during the last 15 hours of residency.

A capstone course where the student integrates the academic disciplines related to health services planning, organization, management, and evaluation. Policy formulation and management are studied.

History Course Descriptions

HTY 121 **3 credits****United States History to 1865**

A survey of the principal movements, events, ideas and personalities in U.S. History from colonial times to the Civil War.

HTY 122 **3 credits****United States History Since 1865**

A survey of the principal movements, events, ideas and personalities in U.S. History from the Civil War to the present.

HTY 123 **3 credits****Western Civilization to 1500**

A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500.

HTY 124 **3 credits****Western Civilization Since 1500**

A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present.

HTY 225 3 credits
Far Eastern Civilization

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.

HTY 227 3 credits
Latin America and the Caribbean

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments.

HTY 233 3 credits
The Modern Middle East

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil.

HTY 322/SOC 322 3 credits
Race and Ethnicity in American Culture
Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals and American Indians.

HTY 324 3 credits
Africa South of the Sahara
Prerequisite: Junior standing or permission of instructor.

A survey of the major events, ideas and problems of sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

HTY 325 3 credits
Modern Russia
Prerequisite: Junior standing or permission of instructor.

An intensive study of the history and development of Russia since 1900.

HTY 329 3 credits
Directed Study or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HTY 330/POL 330 3 credits
War and Peace
Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included.

HTY 331 3 credits
The American Civil War
Prerequisite: Junior standing or permission of instructor.

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

HTY 333/POL 333 3 credits
Palestine and Israel
Prerequisite: Junior standing or permission of instructor.

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

HTY 335/SOC 335 3 credits
Women in American Society

An examination of the changing roles of men and women in American society from both a historical and a contemporary perspective.

HTY 337/POL 337 3 credits
The Legacies of the British Empire
Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

HTY 339/POL 339 **3 credits**
Readings in History
Prerequisite: Junior standing or permission of instructor.

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

HTY 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

HTY 421 **3 credits**
Europe in the Nineteenth Century
Prerequisite: HTY 124

A study of the principal movements, events and ideas in 19th-century Europe.

HTY 422 **3 credits**
Europe in the Twentieth Century
Prerequisite: HTY 124

A study of the major currents, events and ideas in European history from 1870 to the present.

HTY 423 **3 credits**
The United States in the Twentieth Century
Prerequisites: HTY 121, 122

A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present.

HTY 425 **3 credits**
United States Diplomatic History
Prerequisites: HTY 121, 122 or permission of instructor.

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

HTY 427/POL 427 **3 credits**
History of Ideas
Prerequisite: Junior standing or permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance.

HTY 428 **3 credits**
The Far East Since 1945
Prerequisite: HTY 225

A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

HTY 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HTY 430 **3 credits**
The Role of the Military in the Modern World
Prerequisite: Junior standing or permission of instructor.

An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

HTY 490 **3 credits**
Revolution: Yesterday and Today
Prerequisite: Junior standing or permission of instructor.

A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia and China, and a study of the relationship between revolution and other forms of social change, particularly in the Third World.

HTY 499 **3 credits**
Senior Seminar in History
Prerequisite: Senior standing in history or international studies.

Directed research and the development and presentation of a senior thesis on a significant historical issue.

Honors Program

Course Descriptions

HON 150 3 credits

The Classical World View

Prerequisite: Admission to the Honors Program or permission of instructor.

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings which embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

HON 151 3 credits

The Christian Vision

Prerequisite: Admission to the Honors Program or permission of instructor.

Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

HON 250 3 credits

The Humanistic Tradition

Prerequisite: Admission to the Honors Program or sophomore standing and permission of instructor.

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

HON 251

3 credits

Scientific Revolutions

Prerequisite: Admission to the Honors Program or sophomore standing and permission of instructor.

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise.

HON 329

3 credits

Directed Study: Readings or Research

Prerequisite: Admission to the Honors Program and permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HON 350

3 credits

The Human Condition Reexamined

Prerequisite: Admission to the Honors Program or junior standing and permission of instructor.

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the course instructor, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

HON 351

3 credits

The Modern World View

Prerequisite: Admission to the Honors Program or junior standing and permission of instructor.

A collectively led seminar on 20th century thought, culture and religion. Guided by the course instructor, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues.

HON 100-400**3 credits****Special Topics**

Prerequisite: Admission to the Honors Program and permission of instructor and division dean.

A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499.

HON 429**1-3 credits****Advanced Directed Study and Research**

Prerequisite: Admission to the Honors Program and permission of instructor and division dean.

Intensive individual study in a particular aspect of an honors topic that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HON 498**1 credit****Honors Research Methods**

Prerequisite: Admission to the Honors Program and junior standing.

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources.

HON 499**3 credits****Senior Honors Project**

Prerequisite: Senior standing and permission of the Honors Council.

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the division dean. See the honors program guidebook for further details.

Human Resources Administration Course Descriptions

HRA 329**3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of human resources administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HRA 100-400**1-3 credits****Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HRA 429**1-3 credits****Advanced Directed Study and Research**

Prerequisite: Permission of instructor and division dean.

Intensive individual study in a particular aspect of human resources administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HRA 498**3 credits****Seminar in Decision Making and Problem Solving**

Prerequisite: Senior standing.

A study of decision making as a major dependent variable of administrative theory and the processes by which decisions are made, implemented and evaluated. Provides reinforcement of concepts and processes by experimental exercises, role playing and simulation.

HRA 499 3 credits
Seminar in Human Resources Administration
Prerequisite: Senior standing.

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations.

Humanities Course Descriptions

HUM 101 3 credits
Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102 3 credits
Introduction to the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 228 3 credits
Survey of Arts Management

An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

HUM 320 3 credits
Arts Management

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demographics, arts councils, long-range planning and the impact of a changing society.

HUM 329 3 credits
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 1-3 credits
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. For International Studies Seminar option, see Overseas Academic Programs.

HUM 420 3 credits
Humanities in the Elementary School

A course in the teaching of humanities in the elementary school. Materials and methods are explained and course content is carefully considered.

HUM 429 1-3 credits
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HUM 499 3 credits
Senior Seminar
Prerequisite: Senior standing.

Required during the fall semester of the senior year for those majoring in art, English, or music. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in art, music and literature from the 18th century to the present.

Management Course Descriptions

MGT 301 **3 credits** **Principles of Management**

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. Not open to a student who has credit for MGT 302.

MGT 302 **3 credits** **Management Principles in Health Care Administration**

This course is an introductory course in management theory and practice within health services organizations. The managerial functions of planning, organizing, leading, and controlling are studied in depth. Not open to a student who has credit for MGT 301.

MGT 321 **3 credits** **Communications for Management** *Prerequisite: ENG 122*

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports and other methods of business communications are studied and practiced.

MGT 329 **3 credits** **Directed Study: Readings or Research** *Prerequisite: Permission of instructor and division dean.*

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MGT 331 **3 credits** **Management of Human Resources** *Prerequisites: MGT 301 or MGT 302*

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting and training of personnel.

MGT 100-400 **1-3 credits** **Special Topics** *Prerequisite: Permission of instructor and division dean.*

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MGT 412 **3 credits** **Organizational Behavior and Development** *Prerequisites: MGT 301 or MGT 302 or permission of instructor.*

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses on methods for bringing change to the organization.

MGT 421/COM 421 **3 credits** **Management Information Systems**

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes.

MGT 425 **3-12 credits** **Management Internship** *Prerequisite: Junior or senior standing and permission of division dean.*

Applies varied and analytic techniques for operation of a business. This placement is in small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions.

MGT 429 **1-3 credits** **Advanced Directed Study and Research** *Prerequisites: Permission of instructor and division dean.*

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MGT 441 3 credits
Labor Relations
Prerequisite: MGT 331

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

MGT 498 3 credits
Organization Theory
Prerequisites: MGT 301 or MGT 302 and junior standing.

This course will consider the macro aspects of organizations, such as organization structure and its determinants, organization effectiveness, and structural design options. It will balance theory with applications.

Marketing Course Descriptions

MKT 301 3 credits
Principles of Marketing

The marketing of goods and services couples with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager.

MKT 307 3 credits
Advertising Management
Prerequisite: MKT 301

This course is designed to enable students to learn about advertising management techniques and practical ways to apply them to solve business problems. The focus will be a comprehensive and practical approach to the activities of first line advertising managers, covering advertising as an institution and as a marketing element.

MKT 308 3 credits
Sales Management
Prerequisite: MKT 301

This course is designed to enable students to learn about sales management techniques and practical ways to apply them to solve business problems. The focus will be a comprehensive and practical approach to the activities of first line sales managers.

MKT 329 3 credits
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MKT 354 3 credits
Principles of Retailing
Prerequisite: MKT 301

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management.

MKT 383 3 credits
Consumer Behavior
Prerequisite: MKT 301

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

MKT 100-400 1-3 credits
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MKT 425 3-12 credits
Marketing Internship
Prerequisites: Junior or senior standing and permission of division dean.

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution.

MKT 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MKT 463 **3 credits**
International Marketing
Prerequisites: MKT 301 and junior or senior standing.

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools and knowledge of the world market environment.

MKT 498 **3 credits**
Marketing Policies and Strategies
Prerequisites: MKT 301, junior or senior standing, and a minimum of nine additional upper-division marketing credits or permission of instructor.

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision.

Mathematics Course Descriptions

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

MAT 102 **3 credits**
Fundamentals of Math

A minimum grade of "C" is required in MAT 102 to take a higher numbered course in mathematics. This course does not satisfy a Basic Studies requirement in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. Topics include integers, rational numbers, proportion, percents, elementary equations, geometry, and statistics. Also covered are college level academic skills in geometry and statistics. Offered in the fall and spring semester. Course fee.

MAT 103 **3 credits**
Basic Algebra
Prerequisite: MAT 102 with a grade of "C" or higher or a satisfactory grade on the Mathematics Placement Test.

A minimum grade of "C" is required in MAT 102 to take a higher numbered course in mathematics. This course does not satisfy a Basic Studies requirement in mathematics.

A course designed to help students build a foundation for algebra. Topics include: integers, exponents, algebraic expressions, linear equations, factoring, rational expressions, quadratic equations, graphing, and rational and radical equations. Offered in the fall and spring semesters. Course fee.

MAT 121 **3 credits**
Intermediate Algebra
Prerequisite: MAT 103 with a grade of "C" or higher or a satisfactory grade on the Mathematics Placement Test.

A course designed to further develop in the student the basic algebraic skills needed for more advanced mathematics courses. The course covers all basic algebraic concepts, studies more in-depth the topics covered in MAT 103 and emphasizes problem-solving and graphing techniques. Offered every semester.

MAT 131 **3 credits**
College Mathematics
Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Recommended for preparation for the CLAST examination. Offered every semester.

MAT 141 3 credits**Finite Mathematics**

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test. Intended for majors in business.

Topics in mathematics which are especially applicable to business such as linear models, mathematics of finance, counting methods, probability and statistics. Offered every semester.

MAT 151 3 credits**College Algebra**

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, Cramer's Rule, inequalities, graphs, functions, logarithms and exponential functions. Offered in the fall and spring semesters.

MAT 152 3 credits**College Trigonometry**

Prerequisite: MAT 151

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae and solution of triangles.

MAT 161 3 credits**Precalculus**

Prerequisite: MAT 151 or equivalent.

Topics include matrices, trigonometric functions, trigonometric identities and equations, oblique triangles, complex numbers, partial fractions, sequences and series, and binomial theorem. Intended as a preparation for the first course in calculus, MAT 221 or MAT 231. Offered in the fall and spring semesters.

MAT 231 3 credits**Calculus and Analytic Geometry I**

Prerequisite: MAT 161

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week.

MAT 232 3 credits**Calculus and Analytic Geometry II**

Prerequisite: MAT 231

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week.

MAT 323 3 credits**Calculus III**

Prerequisite: MAT 222 or MAT 232

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

MAT 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MAT 331 3 credits**Probability and Statistics**

Prerequisite: MAT 232

Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers, central limit theorem.

MAT 341 3 credits**College Geometry**

Prerequisite: MAT 232

An examination of the foundations of geometry, modern modifications of Euclidean geometry, projective geometry, transformation theory.

MAT 351 3 credits**Number Theory**

Prerequisite: MAT 232

Elementary properties of integers, the congruence relation, quadratic residues, certain quadratic forms, classical dio-phantine equations, fields of algebraic numbers.

MAT 361 3 credits**Linear Algebra**

Prerequisite: MAT 232

Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues, Euclidean n-space.

MAT 362 **3 credits****Modern Abstract Algebra***Prerequisite:* MAT 232

The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms and homomorphisms.

MAT 100-400 **1-3 credits****Special Topics***Prerequisite:* Permission of instructor and division dean.

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MAT 411 **3 credits****Differential Equations***Prerequisite:* MAT 222 or MAT 232

Linear equations of first order and higher, simple non-linear equations, series solutions, systems of linear equations.

MAT 412 **3 credits****Numerical Analysis***Prerequisite:* MAT 232 and a computer course.

Numerical solutions by iteration, finite differences, interpolation, numerical differentiation and integration, numerical solutions to differential equations, error analysis, graphical methods, problems solved by computer programs.

MAT 429 **1-3 credits****Advanced Directed Study and Research***Prerequisites:* Permission of instructor and division dean.

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MAT 499 **3 credits****Senior Seminar in Mathematics***Prerequisite:* Senior standing in mathematics.

A seminar focusing on the historical development of modern mathematics. Basic research will be undertaken with a paper and oral presentation required.

Military Science Course Descriptions

MSE 101 **1 credit****Organization of the Army and ROTC**

Introduction, purpose, and obligation to the Army and the Reserve Officers Training Corps. Introduction to military customs and traditions; rank structure and the role of an Army officer. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 102 **1 credit****Fundamentals of Leadership Development**

Basic leadership techniques and principles, professional ethics, senior-subordinate relationships, leadership problems, basic counseling, and management techniques. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 201 **1 credit****Military Training Management and Instructional Techniques**

Develops an understanding of the fundamental concepts involved with methods of instruction, training management and curriculum development in the military. Actual student preparation and presentation of instruction will be an integral part of the course. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 202 **1 credit****Leadership Assessment**

Includes an introduction to interpersonal skills required for effective leadership and diagnostic leadership assessment exercises. Topics will also include immediate first aid and injury prevention. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 240 **4 credits****Basic Course Internship***(Fort Knox, Kentucky)*

A summer program conducted at Fort Knox, Kentucky, designed to meet the requirements for the basic program (credit for MSE 101, 102, MSE 201, and MSE 202).

MSE 321 3 credits

Small Unit Operations

Prerequisite: Permission of department

Provides training required by junior officers to direct and coordinate individuals and small units in the execution of offensive and defensive tactical missions. Also provides exposure to military weapons and communications systems found at this level.

MSE 322 3 credits

Leadership Fundamentals-Tactics and Camp Preparation

Prerequisite: Permission of department

Improves cadet proficiency in those military subjects necessary to meet minimum standards of technical competence and self-confidence required of a junior officer in the U.S.Army. Prepares cadets for participation at Advanced Camp. Major emphasis during course is placed on physical training and field training exercises.

MSE 329 3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of military science that is not covered or is treated lightly in regular course offerings.

MSE 100-400 1-3 credits

Special Topics

Prerequisite: Permission of instructor and division dean.

A variable content course in military science that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MSE 421 3 credits

Seminar in Military Leadership & Management

Prerequisite: Permission of department

Provides a basic understanding of the professional soldier's responsibilities to the Army and the nation. Attempts to improve ethical decision-making skills through an examination of the need for ethical conduct, greater awareness and sensitivity to ethical issues, and the opportunity to apply these abilities in real world situations. Included are seminars to acquaint the new lieutenant with his/her relationship to NCOs, company grade officers, and senior officers.

MSE 422 2 credits

Army as a Profession

Prerequisite: Permission of department

Designed to prepare cadets for duty as commissioned officers. Instruction centers around proficiency/familiarization with the military justice system, military administration, the Officer Professional Management System, international laws of war, and principles of management/leadership.

MSE 429 1-3 credits

Advanced Directed Study and Research

Prerequisite: Permission of Professor of Military Science and division dean.

Intensive individual study in a particular aspect of military science that is not covered in regular course offerings. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit.

Music Course Descriptions

MUS 102 1 credit

Class Piano

Beginning piano for students with little or no experience. Includes music reading, terminology and elementary piano technique. Two meetings per week.

MUS 111 1 credit

Oratorio Society

Open to students, faculty, staff and community members without audition, the Oratorio Society is devoted to the performance of choral masterworks. Concerts are often accompanied by orchestra. One evening rehearsal per week. May be repeated for credit.

MUS 113 1 credit

Chamber Choir

This choir is open, by audition, to any Saint Leo College student. The ensemble performs a wide variety of music from madrigals to jazz. Chamber Choir sings one major concert each semester, and often sings a number of smaller performances both on and off campus.

MUS 114 *1 credit***Chorale**

This large choir is open to all Saint Leo College students without audition. The Chorale performs a wide variety of musical styles each semester. Members work on improving singing technique and music reading skills. Three rehearsals per week. May be repeated for credit.

MUS 116 *1 credit***Wind Ensemble**

Performance of standard and contemporary literature for wind ensemble. Open to all students. Three one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 118 *1 credit***Stage Band**

Performance of standard and contemporary literature for jazz band. Two one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 120, 220, 320, 420 *1 credit***Private Instruction**

Offered in keyboard, voice, brass, percussion, strings, woodwinds and guitar. One 30-minute lesson per week. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121 *4 credits***Music Theory I**

Beginning principles of musical structure and style including analysis, writing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 122 *4 credits***Music Theory II**

Prerequisite: MUS 121

A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 123 *3 credits***Introduction to Music**

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 221 *4 credits***Music Theory III**

Prerequisite: MUS 121 and 122

A continuation of MUS 122 with further studies in analysis. Includes study in counterpoint and further training in sight singing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 222 *4 credits***Music Theory IV**

Prerequisite: MUS, 221

A continuation of MUS 221 with emphasis on form and analysis. Three class meetings and one Theory Drill lab each week.

MUS 321 *3 credits***Music History I**

The evolution of musical thought and literature from the Middle Ages to 1600. Three hours per week.

MUS 322 *3 credits***Music History II**

The evolution of musical thought and literature from 1600 to the present. Three hours per week.

MUS 323 *2 credits***Conducting I**

Prerequisite: MUS 121

Techniques used in conducting vocal and instrumental ensembles. Two hours per week. Offered in alternate years.

MUS 324 *2 credits***Conducting II**

Prerequisite: MUS 323

A study of advanced conducting and rehearsal techniques. Interpretation of score and a survey of literature. Two hours per week. Offered in alternate years.

MUS 325 *3 credits***Music in the Elementary School**

A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades. Directed observation in the elementary school is required. Fall semester only.

MUS 326 *3 credits***Music in the Secondary School**

A study of theories and techniques of teaching music in the secondary school. Observation in the secondary school is required.

MUS 327 1 credit**Class Instruments - s, w, v, b, p**

Pedagogical study of strings, woodwinds, voice, brass and percussion instruments. Study of capabilities and characteristics of the instruments in a class setting.

MUS 328 1 credit**Chamber Music**

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

MUS 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 1-3 credits**Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 429 1-3 credits**Advanced Directed Study and Research**

Prerequisite: Permission of instructor and division dean.

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MUS 438 3 credits**Music Theatre Literature**

Prerequisite: MUS 123

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

MUS 499 3 credits**Music Senior Tutorial**

Prerequisites: Senior standing; completion of all Music Theory and History Courses.

This capstone course includes supervised research into assigned topics, the completion of a research paper, presentation of a lecture recital and performance of a 50 minute Senior Recital. Other types of research or performance projects may be assigned or approved by the music faculty.

Oceanography Course Descriptions

OCE 201 3 credits**Introduction to Oceanography**

Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise.

Philosophy Course Descriptions

PHI 121 3 credits**Introduction to Philosophy**

An introduction to some of the major issues involved in the philosophical quest for wisdom, designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 125 3 credits**Philosophy of Personal Responsibility**

Examines the theoretical foundations and practical implications of the philosophical position that human beings are responsible for their own lives.

PHI 223 3 credits**Logic**

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 3 credits**Ethics**

Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324 3 credits**Medical Ethics**

Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328 3 credits**Business Ethics**

A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 331 3 credits**American Philosophy**

An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey and Whitehead.

PHI 332 3 credits**Philosophy of Human Being**

A study of human being, with particular emphasis on concepts of the self and the problem of human freedom and determinism.

PHI 333 3 credits**Existentialism**

An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

PHI 334 3 credits**Philosophy of Science**

A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

PHI 335 3 credits**Philosophy of Love**

Prerequisite: PHI 125 and junior standing or permission of instructor.

Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 336 3 credits**Philosophy of Atheism**

A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 337 3 credits**Philosophy of Art**

A study of theories of art that examine such topics as beauty, creativity, the imagination and the role of art in life.

PHI 345 3 credits**Contemporary Moral Issues**

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

PHI 346 3 credits**Environmental Ethics**

A study of the philosophical aspects of ethical issues involved in the relation of human beings to the environment including religious perspectives.

PHI 364/REL 364 3 credits**Studies in Jewish Thought**

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

PHI 366/REL 366 3 credits**Studies in Oriental Thought**

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

PHI 100-400 1-3 credits**Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division dean.

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Physical Education
Course Descriptions

Physical Education Basic Instruction Program

PED 101 **1 credit**
Concepts of Physical Education

A study and application of the principles of physical fitness and selected wellness behaviors. Students will do personal assessments of health related components of fitness, dietary habits, weight control, cardiovascular disease risk, and stress management. The goal of the course is individual development of lifetime fitness programs.

Physical Education Activity Courses

The following courses are designed to help students develop knowledge, skills, and appreciations in specific lifetime sports and fitness activities.

- | | |
|----------------|------------------------------|
| PED 162 | Beginning Golf |
| PED 163 | Intermediate Golf |
| PED 168 | Karate |
| PED 169 | Advanced Karate |
| PED 172 | Beginning Racquetball |
| PED 176 | Beginning Tennis |
| PED 177 | Intermediate Tennis |
| PED 181 | Weight Training |
| PED 201 | Beginning Swimming |
| PED 202 | Intermediate Swimming |

PED 168 **1 credit**
Karate

A certified Karate course that meets one Basic Physical Education requirement. The style is Korean Karate, Tang Soo Do and is taught by a certified master black belt instructor. Fees are assessed up to \$200. The basic course fee is \$110 plus the purchase of a uniform. A fee is assessed to students who desire final testing for the certificate of completion, an association identification card, and a belt.

PED 169 **1 credit**
Advanced Karate

An advanced certified Karate course that meets one Basic Physical Education requirement. See description of PED 168.

PED 201 **1 credit**
Beginning Swimming

Prerequisite: Sophomore standing.

Students practice basic swimming strokes leading to proficiency in the following skills: front crawl, back crawl, elementary backstroke, underwater swim for 25 feet, and tread water for one minute.

Physical Education Major
Course Descriptions

PED 115 **3 credits**
Introduction to Recreation and Leisure

Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the recreation profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of recreation and leisure.

PED 213 **3 credits**
Practicum in Physical Education

Prerequisite: SPM 114

Supervised, structure field experiences in selected physical education classes in middle schools and high schools. Students spend a minimum of 10 hours per week doing observations and assisted teaching.

PED 215 **3 credits****Recreation and Leisure***Prerequisite: PED 115*

The course is designed to allow students to observe the various aspects required to work in, organize, manage and administrate programs in a chosen area of Recreation and Leisure. Students will have a chance to evaluate these areas or fields as they relate to themselves, others and as a future job possibility. This will be done by observation, discussions with program directors, other students and their supervising instructor. The practicum may be done on or off campus and will involve a minimum of four hours a week and a seminar.

PED 220 **3 credits****Motor Skill Development and Analysis***Prerequisites: SPM 114 and BIO 226*

A study of the growth and maturational processes that affect motor skill acquisition and performance throughout the life span. Theories regarding learned motor behavior and the control of movement, focusing on the role of perceptual, memory, and motor functions in the acquisition and retention of skilled movement are examined. Students attain the knowledge necessary to undertake a systematic approach to the analysis of human motion.

PED 224 **1 credit****CPR - Basic Life Support***Prerequisite: Sophomore standing.*

Designed to prepare students to perform the lifesaving skills of artificial resuscitation, cardiopulmonary resuscitation and obstructed airway procedures in emergency situations. American Red Cross-certification is available. Course fee.

PED 225 **2 credits****First Aid and Emergency Care***Prerequisite: Sophomore standing.*

Designed to prepare the students to meet the demands of most situations involving personal safety, emergency first aid care and basic life support. Course fee.

PED 228 **3 credits****Measurement and Evaluation in Physical Education and Sport***Prerequisite: MAT 121 or higher and COM 130*

A study of the basics in assessing and evaluating motor skill proficiency and components of physical fitness; covering statistics, test administration, and grading. Students develop expertise in selecting, administering, and evaluating appropriate measures of physical, cognitive, and affective performance.

PED 301 **3 credits****Methods and Content of Elementary Games***Prerequisites: SPM 114 and PED 220*

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of teaching educational games and related skills.

PED 302 **3 credits****Methods and Content of Elementary Dance***Prerequisites: SPM 114 and PED 220*

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

PED 303 **3 credits****Methods and Content of Elementary Gymnastics***Prerequisites: SPM 114 and PED 220*

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching gymnastics and related skills.

PED 304 **3 credits****Methods and Content of Movement Education***Prerequisites: SPM 114 and PED 220*

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching movement education and manipulative skills.

PED 306 3 credits
Instructional Design and Content of Racquet Sports
Prerequisites: SPM 114 and sophomore standing.

This course is designed to prepare the pre-professional secondary physical educator to teach racquet sports and activities. Emphasis is placed upon the development of competencies needed to develop a racquet sports curriculum, design and implement effective lessons, and create an appropriate learning environment.

PED 307 3 credits
Instructional Design and Content of Swimming/Golf
Prerequisite: SPM 114 and sophomore standing.

This course is designed to prepare the pre-professional secondary physical educator to teach swimming and golf. Emphasis is placed upon the development of competencies needed to develop a lifetime sports curriculum, design and implement effective lessons, and create an appropriate learning environment.

PED 308 3 credits
Instructional Design and Content of Personal Fitness
Prerequisite: SPM 114 and sophomore standing.

This course is designed to prepare pre-professional physical educators to implement the Personal Fitness course which is Florida's physical education high school graduation requirement. The emphasis is on developing understanding of the content of the Personal Fitness course and competencies to assess fitness levels and design fitness programs for individuals.

PED 309 3 credits
Instructional Design and Content of Team Sports and Activities
Prerequisite: SPM 114 and sophomore standing.

This course is designed to prepare the pre-professional secondary physical educator to teach team sports and activities. Emphasis is placed upon the development of competencies needed to develop a team sports curriculum, design and implement effective lessons, and create an appropriate learning environment.

PED 311 3 credits
Lifeguarding
Prerequisite: PED 201 or permission of instructor.

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. ARC certification available. Course fee.

PED 313 3 credits
Water Safety Instruction
Prerequisite: PED 311 or permission of instructor.

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. ARC certification available. Lab fee.

PED 320 3 credits
Theory and Practice of Coaching
Prerequisite: Junior Standing.

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base.

PED 322 3 credits
Coaching Football
Prerequisite: Junior standing.

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 323 3 credits
Coaching Golf and Tennis
Prerequisite: Junior standing.

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels.

PED 324 3 credits
Coaching Basketball
Prerequisite: Junior standing.

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 325 **3 credits**
Coaching Baseball
Prerequisite: Junior standing.

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 329 **3 credits**
Directed Study or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PED 340 **3 credits**
Prevention and Treatment of Athletic Injuries
Prerequisite: Sophomore standing.

An in-depth study of practical experience in the practices and techniques utilized in preventing and/or treating injuries used in teaching physical education, in athletic coaching, in recreational leadership and in intramural supervision. Course fee.

PED 347 **3 credits**
First Aid and CPR Instructor
Prerequisite: PED 224 and 225 with current certification.

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Lab fee.

PED 350 **3 credits**
Adapted Physical Education and Recreation
Prerequisite: Junior standing.

A study of theory and practice in developing physical education and recreation programs for the physically challenged. Content of the course includes assessment, individualized educational programming and developmental and/or prescriptive teaching.

PED 360 **3 credits**
School and Community Health Education and Diseases
Prerequisite: Sophomore standing.

Students discuss and research the present health education programs in schools and communities and cover the contemporary view of disease, its etiology, pathophysiology and modern techniques of diagnosis.

PED 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in physical education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PED 420 **3 credits**
Kinesiology
Prerequisite: PED 220 and Junior Standing.

A study of both anatomical and biomechanical kinesiology as it relates to effective movement and sport skill performance. Emphasis is placed on mastering knowledge of musculoskeletal structure and function.

PED 425 **3 credits**
Physiology of Exercise
Prerequisite: PED 220 and Junior Standing.

This course is designed to provide the foundation for understanding nutrition, energy transfer, and exercise and training. Course goals are to understand the physiological principles governing human performance, develop a physiologically sound basis to critically evaluate current practices in the area of human performance, and provide information which will assist in making decisions regarding the content and conduct of classes, training sessions, and fitness programs.

PED 429 **1-3 credits**
Advanced Directed Study or Research
Prerequisite: Permission of instructor and division dean.

Intensive individual study in a particular aspect of physical education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PED 443 3 credits
Organization and Administration of Physical Education
Prerequisite: Junior standing; SPM 114 and PED 213

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems.

PED 445 3 credits
Organization and Administration of Recreation
Prerequisite: Junior standing; PED 115 and 215

Designed to cover the organization and administrative policies, standards and procedures involved in the areas of recreation and leisure profession and related fields. Emphasis on the recreation and leisure perspective and various administrative problems.

Physics Course Descriptions

PHY 121 3 credits
Fundamental Concepts of Physics

A series of topics in physics is presented for students whose major is outside the Division of Mathematics and Sciences. Fundamental concepts and their impact on our culture and daily life are stressed.

PHY 131 3 credits
Introductory Physics
Prerequisite: MAT 121

The fundamental concepts of kinematics, dynamics, statics, heat, sound, electricity and magnetism, optics, atomic and nuclear physics, and relativity. A one-semester algebra-based course in physics.

PHY 221 4 credits
General Physics I
Prerequisite: MAT 161

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee.

PHY 222 4 credits
General Physics II
Prerequisite: PHY 221

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee.

PHY 329 3 credits
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHY 100-400 1-3 credits
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHY 429 1-3 credits
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Political Science Course Descriptions

POL 121 3 credits
Introduction to Politics

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

POL 123 **3 credits**
Introduction to Law and the Legal System
Prerequisite: ENG 112 and ENG 120 or placement at ENG 121 on freshman English placement test.

This course is an introductory survey of the history, structures, and processes of the American legal system. It is designed to be taken as a first college-level course in law, and should precede more specialized courses such as criminal, business or constitutional law. Covered are basic legal concepts such as due process; the structure of the U.S. court system; and the major subdivisions of law such as civil procedure, criminal procedure, or the law of torts. Understanding the role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations are stressed.

POL 223 **3 credits**
American Federal Government

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

POL 224 **3 credits**
American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

POL 311 **3 credits**
Political Theory I

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine and St. Thomas. Selections and themes may vary.

POL 312 **3 credits**
Political Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Machiavelli, Hobbes, Locke, Rousseau, Marx and Nietzsche. Selections and theme may vary. Recent political thinkers such as Herbert Marcuse, Hannah Arendt and John Rawls may be included.

POL 320/PSY 320/SOC 320 **3 credits**
Methods of Social Research
Prerequisite: PSY 223 or GBA 325

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

POL 321 **3 credits**
Criminal Law I
Prerequisite: POL 123 or permission of instructor

An introduction to due process regulating the activities of police and other components of the criminal justice system. Main topics include laws of search and seizure and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

POL 322 **3 credits**
Criminal Law II

An in-depth research of laws and interpretation of court decisions. The practice of developing an understanding of evidence and procedure and the protective rights of society.

POL 323 **3 credits**
Comparative Politics
Prerequisite: POL 121

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach.

POL 324 **3 credits**
The Politics of Developing Nations
Prerequisite: Junior standing or permission of instructor.

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

POL 325 **3 credits**
Public Administration
Prerequisite: Junior standing or permission of instructor.

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations.

POL 326 3 credits
United States Constitutional Law I
Prerequisite: POL 223 or permission of instructor.

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process.

POL 327 3 credits
United States Constitutional Law II
Prerequisite: POL 223 or permission of instructor.

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion.

POL 328 3 credits
International Law and Organizations

A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars, and space law.

POL 329 3 credits
Directed Study or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

POL 330/HTY 330 3 credits
War and Peace
Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included.

POL 333/HTY 333 3 credits
Palestine and Israel
Prerequisite: Junior standing or permission of instructor.

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

POL 337/HTY 337 3 credits
The Legacies of the British Empire
Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

POL 339/HTY 339 3 credits
Readings in Political Science
Prerequisite: Junior standing or permission of the instructor.

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

POL 100-400 1-3 credits
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

POL 412 3 credits
Political Ideologies
Prerequisites: POL 311, 312

A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as democracy in all its shades and authoritarian and totalitarian political thought, including communism, national socialism and fascism.

POL 421/GEO 421 3 credits
Political Geography
Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

POL 422 **3 credits**
Congress, the Presidency and the Party System
Prerequisite: POL 223

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature and function of American political parties.

POL 423 **3 credits**
International Relations
Prerequisite: Junior standing or permission of instructor.

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

POL 424/ECO 424 **3 credits**
International Political Economy
Prerequisite: ECO 201

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy.

POL 425 **3-6 credits**
Pre-Law Seminar
Prerequisite: Senior standing in pre-law or permission of instructor.

Analysis of the legal process, extensive readings, and when offered for six credits, supervised field study with practicing attorneys.

POL 427/HTY 427 **3 credits**
History of Ideas
Prerequisite: Junior standing and permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance.

POL 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

POL 499 **3 credits**
Senior Seminar in Political Science
Prerequisite: Senior standing in political science.

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme.

Psychology Course Descriptions

PSY 121 **3 credits**
Introduction to Psychology

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior, personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior.

PSY 122 **3 credits**
Psychology of Adjustment

An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors.

PSY 221/EDU 221/SWK 221 **3 credits**
Child and Adolescent Development

A longitudinal study of human development, considering the emotional, physical, social, and cognitive factors of growth from the prenatal period through adolescence. Topics include, but are not limited to, cognitive development, memory and language development, personality development, perceptual development, nature-nurture controversy, brain and nervous system development, motor development, gender role development, and developmental research methods. Three hours per week. Field observations required.

PSY 223/SOC 223 **3 credits**
Statistics for the Social Sciences
Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measure of variability, frequency distributions, correlation and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

PSY 228 3 credits**Social Psychology**

Prerequisite: PSY 121 or permission of instructor.

A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application.

PSY 319/SWK 319 3 credits**Human Behavior in Stress and Crisis**

Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

PSY 320/POL 320/SOC 320 3 credits**Methods of Social Research**

Prerequisite: PSY 223 or GBA 325

Analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

PSY 321 3 credits**Psychological Tests and Measurements**

Prerequisites: PSY 121 and 223

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality and occupational preference.

PSY 322 3 credits**Physiological Psychology**

Prerequisite: PSY 121

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions.

PSY 323/SWK 323 3 credits**Adult Development**

A study of human development covering the life cycle from young adulthood through old age and death. The course is designed to provide the student with an understanding of the normal processes of sequential physical, psychological, and socio-cultural development. Topics include, but are not limited to, cognitive development, memory and language development, personality development, perceptual development, the nature-nurture controversy, brain and nervous system development, motor development, gender role development, and developmental research methods.

PSY 324 3-4 credits**Experimental Psychology**

Prerequisites: PSY 121 and 223

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory.

PSY 327 3 credits**Abnormal Psychology**

Prerequisite: PSY 121

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment.

PSY 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PSY 331 3 credits**Interviewing and Counseling Skills**

Prerequisites: PSY 121 and junior standing or permission of instructor.

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

PSY 335 **3 credits****Psychology of Women***Prerequisite: PSY 121*

An analysis of the body of psychological literature that attempts to explain the personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships and child-rearing practices.

PSY 100-400 **1-3 credits****Special Topics***Prerequisite: Permission of instructor and division dean.*

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration.

PSY 422 **3 credits****Psychology of Learning***Prerequisite: PSY 324 or permission of instructor.*

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory.

PSY 423 **3 credits****Educational Psychology***Prerequisite: PSY 121*

Understanding of the applications of psychological principles to the educational process.

PSY 425 **6 or 12 credits****Practicum in Psychology**

Prerequisites: Senior standing in psychology; PSY 331, PSY 327, PSY 427, PSY 428, and PSY 499; approval of the Psychology Practicum Committee.

Corequisite: PSY 426

Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours (6 credits) or 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals, and other human service agencies. Students must be enrolled concurrently in PSY 426 Practicum Seminar.

PSY 426 **3 credits****Practicum Seminar***Corequisite: PSY 425*

Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practice through discussion, written assignments, readings, and case presentations. Assists students in identifying, clarifying, and developing specific professional goals.

PSY 427 **3 credits****Personality Theory***Prerequisites: PSY 121 and junior standing or permission of instructor.*

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior.

PSY 428/SWK 428 **3 credits****Counseling Principles and Practices***Prerequisites: PSY 327, 427 and PSY 331 or SWK 331 or permission of instructor.*

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed.

PSY 429 **1-3 credits****Advanced Directed Study and Research***Prerequisites: Permission of instructor and division dean.*

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSY 431 **3 credits****Childhood Disorders***Prerequisite: PSY 327*

The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

PSY 432 3 credits***Psychology of Motivation***

Prerequisites: PSY 324 and junior standing or permission of instructor.

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view.

PSY 433 3 credits***Sensation and Perception***

Prerequisite: PSY 121

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness.

PSY 496 0 credits***Psychology Area Concentration Achievement Test***

Corequisite: PSY 499

Final comprehensive written examination for students majoring in psychology. Examination is administered in the PSY 499 Senior Seminar in Psychology course. Test fee.

PSY 499 3 credits***Senior Seminar in Psychology***

Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 324.

Corequisite: PSY 496

Designed as the capstone course in psychology. Students will undertake an in-depth, critical review of the literature on a specific topic relevant to some aspect of psychology. Each student will present his paper orally and in written format, and participate orally in the analysis and discussion by peers.

Religion Course Descriptions

REL 110 3 credits***Catholicism***

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments.

REL 124 3 credits***Introduction to the Old Testament***

A basic introduction to the literature and theology of the Jewish Scriptures.

REL 125 3 credits***Introduction to the New Testament***

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and redaction criticisms.

REL 131 3 credits***Introduction to Religion***

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

REL 141 3 credits***Introduction to Judaism***

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith.

REL 220 3 credits***Christian Morality***

A study of the principles of Christian morality.

REL 222 3 credits***The Second Vatican Council and Beyond***

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church.

REL 223 3 credits***Religions of the World I: Western Religions***

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam.

REL 224 3 credits***Religions of the World II: Eastern Religions***

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan.

REL 320 3 credits***Foundations of Christian Faith***

A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation and Jesus.

REL 325 3 credits***The Gospels of Matthew, Mark and Luke***

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance.

REL 326 3 credits***The Gospel of John and Related Writings***

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

REL 327 *3 credits****The Life and Writings of Paul***

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

REL 329 *3 credits****Directed Study: Readings or Research***

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

REL 331 *3 credits****Religion and Personal Experience***

A study concentrating on 20th-century autobiographical examples of the variety and ways in which people have found religious meaning in life.

REL 333 *3 credits****Survey of Christian Theology I***

Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

REL 334 *3 credits****Survey of Christian Theology II***

Christian theology from the Reformation to the present. Offered in alternate years.

REL 335 *3 credits****The Torah***

Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

REL 336 *3 credits****Historical Books***

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

REL 337 *3 credits****Prophetic Writings***

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

REL 338 *3 credits****Poetry and Wisdom Literature***

Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings.

REL 345 *3 credits****Christian Social Ethics***

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice.

REL 351 *3 credits****Theological Aspects of Marriage***

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

REL 357 *3 credits****Women in the Church***

A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church.

REL 364/PHI 364 *3 credits****Studies in Jewish Thought***

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

REL 366/PHI 366 *3 credits****Studies in Oriental Thought***

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

REL 100-400 *1-3 credits****Special Topics***

Prerequisite: Permission of instructor and division dean.

A variable content course in religion that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

REL 424 *3 credits****Death and the Meaning of Life***

People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered.

REL 429 *1-3 credits*
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

REL 431 *3 credits*
Liturgy

A study of Christian worship and sacramental theology.

REL 432 *3 credits*
Christian Spirituality

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction.

REL 489 *3 credits*
Methods and Materials in Secondary Religious Education

Catechetical methods, resources and media for teaching religion at the secondary school level. Field experience scheduled.

Restaurant and Hotel Management Course Descriptions

RHM 220 *3 credits*
Introduction to Restaurant and Hotel Management

A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered.

RHM 301 *3 credits*
Conventions and Meeting Management
Prerequisite: RHM 220

This course explains the convention and meeting industry and defines the activities of some of its key participants. Examples of topics covered include meeting design, program planning, food and beverage, marketing, and economic impacts on the industry.

RHM 310 *3 credits*
Hotel Management Operations
Prerequisite: RHM 220

This course will encompass hotel and motel operations from a business and financial point of view. It will cover every facet of the industry including development, preopening, marketing, and the operation of every department. It will also examine trends and developments in new areas of the industry.

RHM 320 *3 credits*
Purchasing

A study of the purchasing functions, specifications and forms, controls and typical products. Topics include management skills and considerations, guest demands, food and beverage controls and policies and inventory maintenance.

RHM 322 *3 credits*
Environmental Science in Hospitality

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals and the role of safety.

RHM 329 *3 credits*
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of restaurant and hotel management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

RHM 330 *3 credits*
Food Production Management
Prerequisite: RHM 322

Food production techniques are analyzed in regard to the regulation and specifications of the consumer goods industry. Laboratory work in food and beverage preparation, service and procedure is conducted.

RHM 100-400 *1-3 credits*
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in restaurant and hotel management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

RHM 425 **3-12 credits**
Internship I*Prerequisite:* Permission of program director.

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills, and management policies and procedures. The internship is a 13 week full time hourly position. Course fee.

RHM 426 **3-12 credits**
Internship II*Prerequisite:* Senior standing. Permission of program director.

This is the second level internship where the intern is employed in a management training, rotational, or special project position. It provides exposure to the duties and responsibilities which would likely be required in post-graduation positions. Course fee.

RHM 429 **1-3 credits**
Advanced Directed Study and Research*Prerequisite:* Permission of instructor and division dean.

Intensive individual study in a particular aspect of restaurant and hotel management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

RHM 498 **3 credits**
Seminar in Restaurant and Hotel Management*Prerequisite:* 90 semester hours.

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities. Open to Restaurant and Hotel Management majors only.

Social Work Course Descriptions

SWK 121 **3 credits**
Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare.

SWK 221/EDU 221/PSY 221 **3 credits**
Child and Adolescent Development

A longitudinal study of human development, considering the emotional, physical, social, and cognitive factors of growth from the prenatal period through adolescence. Topics include, but are not limited to, cognitive development, memory and language development, personality development, perceptual development, nature-nurture controversy, brain and nervous system development, motor development, gender role development, and developmental research methods. Three hours per week. Field observations required.

SWK 319/PSY 319 **3 credits**
Human Behavior in Stress and Crisis*Prerequisite:* PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

SWK 323/PSY 323 **3 credits**
Adult Development

A study of human development covering the life cycle from young adulthood through old age and death. The course is designed to provide the student with an understanding of the normal processes of sequential physical, psychological, and socio-cultural development. Topics include, but are not limited to, cognitive development, memory and language development, personality development, perceptual development, the nature-nurture controversy, brain and nervous system development, motor development, gender role development, and developmental research methods.

SWK 328 3 credits***Social Welfare Policy I***

Prerequisite: Junior standing.

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

SWK 329 3 credits***Directed Study: Readings or Research***

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SWK 331 3 credits***Methods of Social Work Practice I***

Prerequisites: SWK 121 and junior standing in social work.

The course orients the student to the profession and introduces the student to generalist social work practice. Emphasis is placed on basic communication skills, the problem solving method, and practice with individuals. Ethical decision making and issues of diversity in social work practice are included.

SWK 332 3 credits***Pre-Internship***

Prerequisites: Junior standing in social work, SWK 121 and concurrent enrollment in SWK 333.

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar 1½ hours per week.

SWK 333 3 credits***Methods of Social Work Practice II***

Prerequisites: SWK 331 and junior standing in social work.

This courses builds on SWK 331 Methods of Social Work Practice I and emphasizes the problem solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision making and issues of diversity in social work practice.

SWK 100-400**1-3 credits*****Special Topics***

Prerequisite: Permission of instructor and division dean.

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration.

SWK 421**4 credits*****Methods of Social Work Practice III***

Prerequisites: SWK 333 and senior standing in social work.

This course builds on SWK 331 and SWK 333 Methods of Social Work Practice I and II and emphasizes social work practice with large groups. It includes the relationship between micro, mezzo, and macro skills and continues the emphasis on ethical decision making and issues of diversity in social work practice.

SWK 424**3 credits*****Social Welfare Policy II***

Prerequisite: SWK 423

A study of the various theoretical frameworks used to evaluate social welfare policy. The course asks students to look at and compare social welfare programs in the United States and in other societies.

SWK 425**4-12 credits*****Field Placement in Social Work***

Prerequisites: SWK 428 and approval by the Social Work Field Placement Committee.

Supervised field placement giving students an opportunity to apply theory to practice working with individuals, families, groups and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes, and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. Course fee.

SWK 426 **3 credits**
Senior Seminar in Social Work
Prerequisites: Must be taken concurrently with SWK 425. For students completing SWK 425 over three semesters, the senior seminar is taken during the student's final semester of SWK 425.

This capstone course meets once a week for three hours. Through integrative assignments and seminar presentations, the student demonstrates ability to integrate theory with social work practice.

SWK 428/PSY 428 **3 credits**
Counseling Principles and Practices
Prerequisites: PSY 327, 427 and PSY 331 or SWK 331, or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

SWK 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Sociology Course Descriptions

SOC 121 **3 credits**
Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups.

SOC 222 **3 credits**
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SOC 223/PSY 223 **3 credits**
Statistics for the Social Sciences
Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and non-parametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

SOC 320/POL 320/PSY 320 **3 credits**
Methods of Social Research
Prerequisite: SOC 223 or GBA 325

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

SOC 322/HTY 322 **3 credits**
Race and Ethnicity in American Culture
Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

SOC 323 **3 credits**
Sociological Theory
Prerequisite: SOC 121

This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention.

SOC 324 **3 credits**
Marriage and the Family

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding American family life.

SOC 326 3 credits**Theories of Criminal Behavior**

Prerequisite: SOC 121 or PSY 121 or permission of instructor.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

SOC 327 3 credits**Cultural Anthropology**

An examination of the concept of culture through a study of the range of human societies, including a disciplined reflection upon American culture. This course is designed to provide the student with a comprehensive knowledge of the developmental processes of culture from a cross-cultural perspective. The central theme is to develop an appreciation of the adaptations of humans to their social and physical environment.

SOC 328 3 credits**Drugs, Society and Human Behavior**

Prerequisites: BIO 121 or PSY 121 or permission of instructor.

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society.

SOC 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SOC 331 3 credits**Social Change**

Prerequisite: SOC 121

An examination of the forces of social change, issues of social policy, and the dynamic manner in which they interact and influence each other. Special emphasis is placed on helping students understand how they can become agents of change.

SOC 332 3 credits**Social Interaction in Everyday Life**

A survey of research about human interaction in interpersonal, work, and family situations. It investigates how humans interact with others and the analyses of responses.

SOC 335/HTY 335 3 credits**Women in American Society**

An examination of the changing roles of men and women in American society from both a historical and a contemporary perspective

SOC 336 3 credits**Criminal Justice Systems**

Prerequisite: POL 123 or permission of instructor.

A comprehensive overview of criminal justice decision making, law enforcement, lawyers and courts, crime prevention, decriminalization and corrections.

SOC 341 3 credits**Applied Sociology**

A comprehensive overview of the variety of ways in which the theories, knowledge, and methods of sociology can be applied to facilitate social change, with an emphasis on the applied research perspective.

SOC 100-400 1-3 credits**Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in sociology or criminology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian community corrections or other special topics. Topic to be covered is announced in advance of registration.

SOC 421 3 credits**Juvenile Justice**

Prerequisites: POL 123 or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention and treatment.

SOC 425 15 credits**Field Placement in Criminology**

Prerequisites: Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximately 40 hours per week for 12 weeks. Placements are available in such areas as law enforcement agencies and the offices of the state attorney and public defender.

SOC 429 *1-3 credits*
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SOC 430 *3 credits*
Correctional Systems
Prerequisites: POL 123 or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs and effectiveness.

SOC 499 *1-3 credits*
Senior Seminar
Prerequisite: Senior standing sociology or criminology.

The integration of concepts within the fields of sociology or criminology.

Speech Course Descriptions

SPH 221 *3 credits*
Fundamentals of Speech

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 223 *3 credits*
Phonetics and Articulation

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

SPH 325/EDU 325 *3 credits*
Introduction to Speech Disorders
Prerequisite: SPH 223 or permission of instructor.

The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

SPH 329 *3 credits*
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 *3 credits*
Discussion and Debate

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 *1-3 credits*
Special Topics
Prerequisite: Permission of instructor and division dean.

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 *1-3 credits*
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Sport Management Course Descriptions

SPM 114 *3 credits*
Introduction to Physical Education and Sport Management
Prerequisite: ENG 120

An examination of the field of study in which physical activity in the form of exercise and sport is the form of expression. Historical roots, philosophical assumptions, basic subject matter, and career trends and issues are explored.

SPM 321 3 credits**Sociology of Sport****Prerequisite:** PED 228

A study of sport as social phenomena. Discussion of issues in sports and sport-related behaviors as they occur in social and cultural contexts.

SPM 334 3 credits**Sport Facility and Event Management****Prerequisite:** SPM 114 and SPM 214

This course is designed to promote understanding of the role of the sports/entertainment facility in society. Topics and areas to be covered include the process of building a facility from feasibility study to financing to finish of construction, a review of the types of facilities for sports and entertainment, identifying the skills and available career paths to become a successful facility manager, and studying the day-to-day operations of a facility and the production of an event.

SPM 414 12 credits**Internship in Sport Management****Prerequisite:** Junior standing

Involves actual full-time (40 hours per week) work in a sport management setting subsequent to the junior year in which management practices are applied. Directed and evaluated by a qualified faculty member with appropriate supervision by an on-site professional. Course fee.

SPM 434 3 credits**Seminar in Sport Management****Prerequisite:** Senior standing; PED 114, 214, 444

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development and other such topics. Students discuss current athletic management situations and problems.

SPM 444 3 credits**Sport Administration****Prerequisite:** SPM 214

An examination of the administrative policies, legal aspects, and governance standards involved in the management of sport enterprises.

Theatre Course Descriptions

THE 110

1 credit

College Theatre

Open to all students and qualified townspeople. Participation in play production. May be repeated for credit.

THE 121

3 credits

Introduction to Theatre and Drama

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer and theatre architect.

THE 123

3 credits

Stagecraft

The theory and practice of building, painting, rigging and shifting scenery; construction and use of properties familiarizes students with lighting instruments and their control. Six hours per week.

THE 221

3 credits

Script Analysis**Prerequisite:** THE 121 or permission of instructor.

Designed specifically for theatre majors, this course focuses on the structure of theatre texts and on the processes by which directors, actors and designers extract information from the text necessary to make the translation from page to stage. The course provides both a common method of analysis and a common language to theatre practitioners.

THE 223

3 credits

Acting I

A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Offered in the spring semester.

THE 224

3 credits

Acting II**Prerequisite:** THE 223

A workshop in the problems of acting that continues work begun in THE 223 and introduces techniques of characterization and style. Offered in the fall semester.

THE 227 **3 credits****Survey of Drama I***Prerequisite: ENG 122 or THE 121*

The course provides a broad overview of the development of drama as an artistic form in western culture, from Greek theatre to the Jacobean period.

THE 228 **3 credits****Survey of Drama II***Prerequisite: ENG 122 or THE 121*

The course provides a broad overview of the development of drama as an artistic form in western culture, from the Restoration to the contemporary period.

THE 241 **1 credit****Improvisation**

Experimentation and imagination in creating a role. Two hours per week. Offered as needed.

THE 242 **1 credit****Stage Make-Up**

Techniques of stage makeup, including special effects, shading, coloring; use of various materials for creating character and age. Two hours per week. Offered in even-numbered years.

THE 243 **1 credit****Voice for the Stage**

Examining the potential of voice in creating a role; freeing the natural voice. Two hours per week. Offered in even-numbered years.

THE 244 **1 credit****Stage Movement**

Examining the potential of stage movement in creating a role; becoming aware of body-mind coordination. Two hours per week. Offered as needed.

THE 321 **3 credits****Directing I***Prerequisites: THE 121, 221, 223 or permission of instructor.*

Development of the director's role from the first reading of a script to its actual performance. Each student directs a series of scenes for performance in College Theatre. Requires rehearsals outside of class. Offered in odd-numbered years.

THE 322 **3 credits****Directing II***Prerequisite: THE 321*

A continuation of work begun in THE 321. Each student directs a one-act play for performance in the College Theatre. Required laboratory. Requires rehearsals outside of class.

THE 323 **4 credits****Technical Production***Prerequisites: THE 121, 123*

Advanced technical practice in scenery, lighting and design. Students design scenery and lighting and are assigned major crew responsibilities for College Theatre productions. Four hours per week. Required laboratory.

THE 324 **3 credits****Styles of Acting***Prerequisites: THE 121, 223, 224*

A workshop examination of acting problems related directly to various styles of drama, possibly including work on the Greeks, Shakespeare, Moliere and others. Students perform scenes from different eras.

THE 325 **6 credits****Theatre Performance Practicum**

Participation in a significant manner in theatre. Involvement in the total experience of the production of a complete theatre season. The emphasis is placed on the performance of the student as actor, designer, technician, or manager. May be repeated for credit with permission.

THE 326/ENG 326 **3 credits****Playwriting***Prerequisite: ENG 122 or permission of instructor.*

Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue and plotting. Selected plays are produced by the College Theatre.

THE 327 **3 credits****History of Theatre I***Prerequisites: THE 121, 227 or permission of instructor.*

A study of the chief periods of theatre history from preclassical times to the French neoclassical. Emphasis is on the development of the physical theatre, methods of staging, and the influence of cultural changes on the theatre as an art form.

THE 328 3 credits**History of Theatre II**

Prerequisites: THE 121, 228 or permission of instructor.

A study of the chief periods of theatre history from the French neoclassical to the present. Emphasis is on the development of the physical theatre, methods of staging, and the influence of cultural changes on the theatre as an art form.

THE 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of theatre that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

THE 331 3 credits**Scene Design**

Prerequisite: THE 123 or permission of instructor.

A study of the role of the designer, including the communication of mood, concept and period. Offered in even-numbered years.

THE 332 3 credits**Lighting Design**

Prerequisite: THE 123 or permission of instructor.

A study of the history, theory and practice of stage lighting design. Offered in even-numbered years.

THE 333 3 credits**Costume Design**

Prerequisite: THE 123 or permission of instructor.

A study of the history, theory and practice of costume design, including basic visual design experiments. Offered as needed.

THE 334 3 credits**Children's Theatre**

Production of children's theatre, including puppetry, educational television and story-telling. Offered as needed.

THE 335 3 credits**Theatre Management**

A study of the operation and organization of a theatre, the responsibilities involved in commercial play production, including a detailed examination of the many positions in the business world of theatre. Offered as needed.

THE 336 3 credits**The Broadway Musical**

Examining an American phenomenon, its growth and development, the reasons for its popularity, the many elements that enter into producing a musical. Offered in even-numbered years.

THE 338/ENG 338 3 credits**Modern American Drama**

Prerequisite: ENG 122

A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

THE 339/ENG 339 3 credits**Modern British and European Drama**

Prerequisite: ENG 122

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne.

THE 100-400 1-3 credits**Special Topics**

Prerequisite: Permission of instructor and division dean.

A variable content course in theatre that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

THE 429 1-3 credits**Advanced Directed Study and Research**

Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of theatre that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

THE 431 3 credits**Advanced Scene Study**

Prerequisites: THE 121, 221, 223, 224, 227, 228, 321 and either 322 or 324.

Directors and actors work together in this advanced class to produce scenes. Emphasis is placed on the director/actor relationship and the problems inherent in creating and building a scene. Much of class time is spent in rehearsal.

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Ed.S., University of Florida; Ph.D., Brunel University, Oxford, England

Anthony W. Zaitz — *Professor Emeritus*

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B.A., M.A., University of South Florida

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B.S., M.S., Central College, Mysore; Ph.D., Kent State University

Ronald P. Allison — *Assistant Professor of Business Administration*

B.S., Indiana University; M.B.A., Loyola University; M.A., Notre Dame Seminary;

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B.S., University of Michigan; M.A., University of South Florida

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B.S., University of Connecticut; M.P.A., Auburn University; D.P.A., Nova University

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B.A., M.A., Florida State University; Ed.D., University of Tennessee

Jacalyn E. Bryan — *Associate Professor of Dance; Chair, Department of Fine Arts*

B.A., Mary Washington College; M.A., Columbia University

Richard G. Bryan — *Associate Professor of Psychology; Chair, Department of Social Science*

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Dirk R. Budd — *Professor of English*

B.A., Lafayette College; M.A., Columbia University; Ph.D., University of Pennsylvania

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B.A., Mary Baldwin College; M.A., Hollins College; Ph.D., Virginia Commonwealth University

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Director, Continuing Education in Accounting

B.A., University of Florida; M.Acc., Ph.D., University of South Florida

Thomas J. Crosby — *Head Tennis Coach; Associate Professor of Physical Education*

B.A., Saint Leo College; M.Ed., University of Southern Mississippi

Terry A. Danner — *Associate Professor of Criminology*

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Daniel J. Delisi — *Associate Professor of Music*

B.F.A., M.F.A., Carnegie-Mellon; D.M.A., University of Cincinnati,
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B.S., St. Peter's College; M.S., Seton Hall University; Ph.D., University of Georgia
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B.S., Georgia State University; M.S., University of Georgia; Ph.D., University of South Florida
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B.A., Virginia Military Institute; B.S., Ph.D., Old Dominion University
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B.A., Old Dominion University; M.A., University of Houston
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B.A., United States Military Academy; M.A., American University of Beirut; Ph.D., American University, Washington D.C.
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B.A., College of William and Mary; M.A., Columbia University
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B.S., Central Connecticut State University; M.A., Ed.S., University of Iowa
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B.A., University of Athens; B.S., Deree College; M.B.A., University of Massachusetts; Ph.D., University of Alabama
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B.A., Western Maryland College; M.A., Rutgers University; Ph.D., Clark University
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B.A., University of Miami
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B.A., University of Arkansas; M.A., Ph.D., University of Wisconsin
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B.A., M.A., Old Dominion University
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B.S., M.S., Florida State University; Certified Public Accountant
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B.A., Eastern Kentucky University; M.Ed., University of Virginia
- Eldridge C. Hamm** — *Tidewater Center, VA*
B.S., University of Richmond; M.S., Virginia Commonwealth; Ed.D., Vanderbilt University
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B.A., The Catholic University of America/Queen of Peace Seminary; S.T.L., The Catholic University of America/School of Sacred Theology; M.A., University of Notre Dame; M.S., Nova University
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B.A., Auburn University; M.A., Old Dominion University
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B.S., Boston University; M.A., West Georgia; Ph.D., Georgia State University
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Fay F. Spence — *Tidewater Center, VA*

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